

PRESS RELEASE

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Americans waste an average of 55.2 minutes everyday looking for things!

(According to a study done by Real Simple Magazine)

Yikes! That equals two weeks a year. Anything else you'd rather do with 2 weeks of every year?

Professional Organizer & Productivity Coach, Heidi DeCoux, says that the number one complaint she hears from people during the initial consultation is that they spend too much time searching for papers: documents such as mail, bills, receipts, and files.

Searching for papers is a waste of your time and a waste of your money. Heidi says that almost everybody she works with finds lost checks that they've forgotten about. "Most people are certain they haven't lost any checks, but in fact I find at least one lost check about 90% of the time." In addition to lost checks, often there are lost tax deductions, re-imburements, unpaid bills for which there are now late fees, and so on.

Getting your papers and files into an efficient and easy-to-maintain system will save you time and money. It's like earning a paid, two-week vacation every year! The two key elements to your success are:

- 1) Having a filing system that works for you
- 2) Knowing exactly which papers to keep and which to shred

Heidi says there is at least one fundamental problem with most filing systems. "Most systems have too many variables, or the system is too complicated. For example, if you are using an alphabetical system and you need to find your car insurance policy on your Jeep, do you look in folders under "C" for car, "V" for vehicle, "I" for insurance, or "J" for Jeep. With an alphabetical system, you have to remember your thought process at the time you created the folder. Most people can't do that easily. This problem is just one example of the many I've found with traditional filing systems and methods."

It's no wonder so many of us are scared to file anything – we're afraid we will never find things again. So instead, many of us just make piles of papers on our desks, tables, and counters.

Several years ago, Heidi set off on a mission to solve this problem. After studying dozens of different filing methods, and working with dozens of people, Heidi had formulated a unique and revolutionary method called "The Fast-Filing Method" that guarantees your ability to put away and locate any paper or file in 30 seconds or less! Heidi will give you back 55 minutes of every day!

She has successfully implemented this method with over 1,000 satisfied clients and is now sharing this method with the rest of the world by releasing her "Fast-Filing Method Audio Program". This unique and long-overdue program is now available to the general public for under \$30.

"I realized that not everyone could afford to hire me to come into their home or office and implement this system for them. But after watching the life-changing results that my clients had, I wanted everyone to be able to get the same results, regardless of their financial situation."

Heidi says her clients' joy is what inspired her to create this affordable program. "I designed this program in such a way that it is super easy for anyone to implement. It walks you through step-by-step, as if I am there with you."

To help you get started, Heidi's offering a *free* Special Report:

"A Simple Guide to Which Papers to Keep and Which to Shred."

To claim your free Special Report, go to:

www.ClearSimpleLiving.com/HomeFilingSystem

Heidi also offers these **Top 3 Tips** for conquering your piles of papers and files.

1. Stop the in-flow

Get off junk-mail lists. You can do this yourself for free or you can use a service like GreenDimes.com. When people try to give you paper -- at classes, workshops, meetings, etc. -- ask yourself these 3 questions before accepting:

1. Will I honestly ever look at this paper again? (Have I ever said “yes” but was lying to myself?)
2. If I did want to look at this paper again, could I find it on the Internet or somewhere else?
3. Will receiving this paper enhance my life and is the information in alignment with my current objectives and goals *over the next 12 months?*

2. Set up an easy-to-maintain filing system

Your system should be so easy to maintain that, even when you are exhausted and distracted, you can easily sort & put away your mail. If your system is complicated, chances are it won't work. You need to be able to maintain your system in just a few minutes each day.

3. Schedule time to maintain your system

It should only take a few minutes each day, or even, every other day to maintain the system. Keeping up is important and will ensure that important papers that require an action (fill out a form, pay a bill, send a fax) will remind you to take that action instead of getting lost.

RESOURCE BOX:

Heidi DeCoux is a professional organizer and productivity coach in Minneapolis. She is also a public speaker and the publisher of the ***Life Made Simple*** E-magazine. Heidi energizes peoples' lives by simplifying their homes and schedules. For more free tips, and to receive her FREE report, **Which Papers to Keep & Which to Shred**, visit <http://www.HeidiDeCoux.com> and discover how to find what you want fast -- so that you can spend more time having fun!