



# IT'S ABOUT TIME

*Good things happen when you're organized*

VOLUME 3, ISSUE 1

[www.MaryLynneMurray.com](http://www.MaryLynneMurray.com) • 925.933.9737

FALL 2004

## YES OR NO?

"Hey, Joe, can you serve on the 2005 Budget Committee?"

"Ah, Jane, can I count on your help with the Fall Festival?"

Your arm's been twisted, and so has mine. Sometimes it worked out: it truly was a growth opportunity, the visibility really did benefit your career, and after all, gives do gain. But oh, the acute pain when you find yourself over-committed, your life spinning out of control because you can't find that 25th hour in the day.

Time to get off the roller coaster and ask "Why can't I say no?" Everyone has a trigger, a point at which, against better judgment, we say "yes." Examine your decision trigger to see what

the results have been. How will saying "yes" affect you - and the significant others in your life - this time around?

"I'll think about it."

The next time you're asked to take on a new project, sleep on it. Say you will think about it; that you will be back in touch by a certain date. This gives you room to try on the idea, to see how it fits, to evaluate how much you may need to s-t-r-e-t-c-h to wear this new bid on your time. When it comes to time, one size does not fit all.

## FREE ETIP

Are you receiving our monthly etip? To be included, send an email to [mlm@marylynnemurray.com](mailto:mlm@marylynnemurray.com).

## NEW SERVICES AVAILABLE



- **Client Support Group**

Help for the chronically disorganized. What are signs of chronic disorganization?

Severe disorganization that has persisted for a long period of time, often the majority of one's adult life; disorganization that

undermines one's quality of life on a daily basis; a history of failed self-help efforts.

The group will meet on an on-going basis to address clutter issues.

- **eBay**

Get rid of your clutter and reap the benefits. We'll list, sell, and ship your items. You make room for your dreams, and have some extra money.

- **Credit Cards**

If you're earning airline miles or simply managing your cash flow, we now accept credit cards.

For more information about our new services, call **925-933-9737**.

## SEASONS CHANGE

And so do our closets. With the weather getting cooler, it's a great time to make changes in your closet. Watch for more on this subject in the "Get Organized" column on October 23 in the *Contra Costa Times*. Don't get the paper? Visit [www.MaryLynneMurray.com](http://www.MaryLynneMurray.com) for archived articles.

## FALL SPECIAL

Thinking about getting organized? Talking about getting organized? Now's the time to DO it! We're making it super easy to get started by giving you a **Fall Bonus**. Schedule a three-hour consultation and receive a free bonus hour!

(Offer expires 11-15-04)



## A LITTLE HELP FROM MY FRIENDS

It's About Time continues to grow from your referrals.

Sincere thanks to:

Francene Anderson, Dana Barry, Kris Breitstein, Nancie Brown, Lynn Carey, Linda Colberg, Kim Evans, Anne Geiger, Beverly Hamile, Carol Keane, Norene Lowry, Wendy Oliver, Rayna Ravitz, Adriana Russell, Pat Scott, Maria Triska, Cindy Turner, Ann Watrous, and Robin Wilson.

©Copyright 2004