



**IMMEDIATE RELEASE**      Contact: Bonnie J. Hilliard  
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## **OVERCOMING A FEAR OF FILING**

Silver Lake, Ohio—October 3 to 9 is “Get Organized Week,” sponsored by the National Association of Professional Organizers, and Chris Perrow of Perrow Systems has cracked open her stash of color-coded filing systems to battle the fear of filing. In addition, she is offering free seminar on October 13<sup>th</sup> at the Staples in Montrose from 6:00-7:00 PM.

Studies show that executives spend up to six weeks per year searching for misfiled mislabeled or misplaced paperwork. “A woman with whom I recently worked claimed she wasted at least one hour a day looking for what she needed when she needed it. If her company billed out her time at \$75.00 an hour, her lack of order conceivably cost her company \$19, 575 in potential revenue,” said Perrow.

The symptoms of disorganization are unfortunately all too common. Stress can lead to physical or mental illness, and a feeling of hopelessness. Other common symptoms are:

- Reduced productivity
- Lost business and opportunities due to poor scheduling or an inadequate paper trail system
- Poor productivity from overlapping job tasks when there’s a lack of clear communication.
- Purchasing items you probably already have but can't find.
- Lost income from forgetting to invoice a client
- Higher bills due to late payments from forgetting to pay bills by the due date
- Poor growth potential - it's hard to move forward when you're spinning wheels on the runway.
- Overtime pay when you give your staff a last-minute job you forgot all about

One small hanging wall file can get a great deal of your work off your desk, floor and cabinets, but as Perrow says, “Many people suffer from a fear of filing. They’re afraid they will forget about or lose an item, so they pile it instead.”

Perrow recommends a simple and colorful filing system that visually segregates activities and triggers mental concentration. One color is used per category. Color coordinating work

categories helps people stay focused and increases efficiency. Generally paperwork fits into these four categories:

1. client files and materials
2. administrative tasks (invoicing, bill paying, budget setting)
3. marketing ideas and tools ( magazine articles, contact lists, newsletters)
4. product or service information.

"When you are working on your administrative tasks, say to yourself that you are in the green zone. When you look up and see other colored files, you will be less distracted because your brain is thinking 'green zone'."

Whatever system you ultimately devise, it's important that you incorporate a routine procedure, Perrow said. By doing the same thing at a given time in a similar way, your actions will soon become habit.

**For a free report on "The Clutter-Free Desk"** and information on organization training workshops contact Perrow Systems at 1-877-686-0282; email: [info@perrowsystems.com](mailto:info@perrowsystems.com); or website: <http://www.perrowsystems.com>. Perrow is a member of the National Association of Professional Organizers (NAPO). She was a sales representative for Clairol and Drackett Products before starting Perrow Systems in 1996. Her company sells organizational kits for family life, college, identity theft prevention, stop junk mail and desk organization at: <http://www.perrowsystems.com/product.html>.

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