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FOR IMMEDIATE RELEASE

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**OnlineOrganizing.com Selects Local Productivity Expert
Janet Barclay to Write on Organizing with Technology**

HAMILTON, ON – OnlineOrganizing.com... "A world of organizing solutions!" has selected Janet Barclay of Organized Assistant as their expert on organizing with technology. She will be writing weekly articles for the international company.

Founder Ramona Creel developed a collaborative worldwide network of professionals who provide a wide assortment of solutions to everyday organizing problems -- both at home and at work. OnlineOrganizing.com is a place where people can learn and share ideas about how to better use time and space -- and reduce clutter-induced stress. Their goals are simple:

Convenience -- find everything that you need without searching the web

Full Service -- from organizer referrals to online shopping to customized advice

Interactivity -- don't just read about organizing...get involved in the action!

Content -- articles, tips, and other valuable information that changes monthly

The OnlineOrganizing.com blog is scheduled to launch on October 6, 2007.

Janet has been a preferred provider of organizing and productivity solutions for OnlineOrganizing.com for a number of years. Adding this element only grows the relationship between the two companies.

Janet established Organized Assistant in 2002 with the mission of delivering "professional quality services to support entrepreneurs and other individuals who are overwhelmed by the demands and technology of the 21st century." In addition to using technology to provide virtual office assistance to small businesses, Janet helps others with office organization, time management, and productivity through speaking, consulting, and writing. In addition to her monthly electronic newsletter, The Organized Assistant Resource, Janet's tips appear in her blogs, From the Desk of Janet Barclay (www.janetbarclay.com) and OrganizedArticles.com.

Janet recommends the following strategies for organizing with technology:

Empty your Inbox every day. When you leave messages in your Inbox as a reminder that you need to act on them, the messages often get buried and forgotten. Instead, enter the action on your to-do list and file the email in an appropriate folder to be

referenced when you're ready to work on it.

Don't clutter your computer desktop with shortcuts to programs or websites unless you use them all the time. Program files can be accessed through the Start Menu, and favourite websites can be organized into categories that will allow you to easily find them when needed.

Consider the benefits of using an electronic calendar. Not only can you copy and paste information from email messages or websites directly into your calendar rather than writing it out, both saving time and reducing the risk of error, but when an appointment changes, you can simply move it to the new date and time instead of having to erase or cross it out and rewrite it.

Visit www.organizedassistant.com for additional information or to request a complimentary subscription to The Organized Assistant Resource.

About Organized Assistant: (www.organizedassistant.com) provides office organization services and computer training in the Hamilton area, and virtual office assistance throughout North America. Organized Assistant is a member of several networking and professional associations, including POC (Professional Organizers in Canada), CVAN (Canadian Virtual Assistant Network), Bizepost Virtual Networks, and A4VB (Alliance for Virtual Business).

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