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**NAPO Offers Tips for a More Organized Life as part of National Work and Family Month**

*This October, the fifth annual National Work & Family Month (NWF) — when healthier and more flexible work environments are celebrated — is the perfect time for the National Association of Professional Organizers (NAPO) to help people strike a balance between their work and home lives.*

JENKINTOWN, PA, October 12, 2008 **/24-7PressRelease/** -- "The opportunity to work flexible schedules while making time for family matters allows workers to prioritize the responsibilities at hand, better focus on their job duties, be less stressed and get more work accomplished," NAPO President Standolyn Robertson said. "When there's a balance between the work and the home life, employees are more efficient at work and in accomplishing tasks in general."

NAPO's tips for becoming better organized — at work and at home:

- Find the organizational system/s that works best for you
- Prepare a plan - and stick to it - to help you get and stay organized
- Determine the areas in which you want to improve, such as filing, clutter control, time management, maximizing storage space, or juggling projects and priorities
- Set priorities, as well as personal and professional goals
- Align your activities to reach your goals
- Review how you are spending your time and make adjustments according to your goals and priorities

**About National Work & Family Month**

The National Work & Family Month is the centerpiece of a national education campaign aimed at raising awareness among employers about the value of work-life effectiveness as a business imperative. The month of October was designated as National Work and Family Month by a Resolution of the United States Senate in 2003.

According to U.S. Senate Resolution 210, "Reducing the conflict between work and family life should be a national priority." The survey says ...

Yet, according to a recent survey, employers still have a long way to go. WorldatWork, the Alliance for Work-Life Progress (AWLP) and researchers from Portland State University found that:

- Only 56 percent of survey participants allow employees to address personal or family issues on company time
- About one in three organizations surveyed said their office cultures still do not encourage the use of flexible schedules
- About 40 percent indicated support for employees needing work time for personal issues is highly dependent on the individual supervisors

**About NAPO**

The premier national association dedicated to the field of organizing, the National Association of Professional Organizers (NAPO) is The Organizing Authority . Formed in 1985 as a not-for-profit professional association, NAPO is dedicated to serving its members through education, networking, industry resources and promoting the profession to the public. NAPO's mission is to develop, lead and promote professional organizers and the organizing industry. For more information, visit [www.napo.net](http://www.napo.net).