

SPECIAL REPORT

“Set Routines Organizational Consultant Advises”

by Mary G. Anderson, *Family Legacy Planning Institute*



Mary G. Anderson, *Family Legacy Planning Institute*
Organizational Consultant/Coach, Author & Speaker

Set routines organizational consultant advises

By Carol Tiegs (Special to the Town Crier Newspaper Article)

Developing routines, "patterns for morning startup and evening wind down, is a key step toward better organization," according to organizational consultant Mary G. Anderson. "Simplify the process," she said.

Anderson said she has one client who has simplified his morning dressing routine by limiting his business wardrobe to an assortment of gray suits, white shirts and red ties.

October begins with national *Get Organized Week* so it's a good time to assess your organizational needs, Anderson said.

Anderson has been a consultant since 1984, following a 15-year tenure as a management-training specialist at Hewlett-Packard. She's consulted with Silicon Graphics, Hewlett-Packard, Sun Microsystems, San Francisco State and Stanford Universities, but her special interest is "work-family issues," balancing the needs of the two.

"Information comes at you 24- hours a day," Anderson said. "Be aware of that impact on your family. It becomes an issue of setting boundaries on when you are available, when you'll carry your portable phone."

"Look at the things that eat up time or get you sidetracked," she said. "If you're constantly looking for phone or fax numbers, think about getting them all in one place, for example."

Anderson also advises clients to anticipate their needs for adequate nutrition and rest. "If you know you're going to have a long, hard day, try not to schedule a busy night afterwards," she said.

Anderson's work with startup firms often includes developing job descriptions, interview processes and employment performance systems. A Golden circle member of the San Francisco-based *National Organization of Professional Organizers*, she offers business, paper management, and residential organizing services. Her clients include kids as well as adults. For more information, call 960-3772.

Questions? Comments? Please contact us by telephone or e-mail [here](#).

“The universe is not going to see anyone else like you in the whole history of creation. It is up to you to become a letter, a word, a page in the book of human history...” ~Vartan Gregorian

About the Author...

Mary G. Anderson, Family Legacy Planning Institute

- Organizational Consultant/Coach, Speaker and Writer
- Certified Conflict Resolution Specialist/Mediator
- Hewlett Packard, Management Training Specialist
- Founder, Advanced Legal Training Institute & Family Legacy Planning Institute
- Producer and host of “Voice of the Valley” television show
- BA Willamette University, Secondary Teaching Credential

Family Legacy Planning Institute (Client Services & Estate Settlement Advisor)

Founder of the *Family Legacy Planning Institute*, Mary Gutheil Anderson, is an organizational consultant/coach, speaker, seminar leader and TV producer. Mary specializes in supporting clients through difficult life transitions. She offers strategies, solutions and systems to assist clients through the challenging process of dealing with unexpected and unwanted change. As a personal and business coach, Mary works with clients who are going through transitions such as grief over the passing of a loved one, life threatening illness, loss of job, relocation, divorce, feelings of overwhelm and chronic disorganization.

In the past few years, Mary has met with a series of unexpected deaths, which included four family members, including her 22- year old son, Taylor. She was forced to confront many challenging obstacles including planning funerals, settling four complicated trusts and making other difficult end-of-life choices. It was at this time that Mary also became actively involved as executor of both her parent's estate and brother's estate. She quickly learned about the grief, shock, inertia and indecision that often face executors/trustees as they try to quickly organize and access all the paperwork, deeds and property etc. that may be required by CPA's, attorneys, insurance/real estate agents or other advisors. The Family Legacy Planning Institute was created to help other individuals and families who were working through similar challenges (facing some of the same issues she had). She works in conjunction with the professional services offered by the Estate & Trusts Attorney.

Mary provides a consulting service to assist clients who are either in 1) the midst of handling a death of a loved one, executing and settling their estate and/or 2) a client who has decided to get organized and plan ahead by completing an end-of-life plan including their will, collecting their important papers and completing a checklist of final wishes. She also offers Legacy & Succession Planning services for business owners and executives as they develop their vision and successors for generations to come.

*Member of the International Coach Federation (ICF)
Certified Professional Coach, Charter Member of Coachville (COACH U)
Graduate, Excellence Coaching &, Accomplishment Coaching
Graduate, Life on Purpose Institute, Coaching from Spirit & Explode Your Business Income
Golden Circle Member of National Association of Professional Organizers (NAPO)
Member, International Enneagram Association (IEA)
Member, National Speaker's Association (NSA) & Member, American Society of Training & Development (ASTD)*

A Note from Mary

Are you going through a challenging period of time facing some difficult changes, health issues or sudden grief over an unexpected loss? Are you an individual seeking unbiased support and a path to manage change in your personal and/or business life? You might consider hiring a coach. Coaching is a positive, powerful investment in you, your growth and is often tax-deductible as a business expense. Contact me to set-up a complimentary 30-minute coaching call. In our time together, we'll explore the issues bringing you to coaching and determine if I'm the right coach for you!

“Most of us miss out on life's big prizes. The Pulitzer. The Nobel. Oscars. Tonys. Emmys. But we're all eligible for life's small pleasures. A pat on the back. A kiss behind the ear. A four-pound bass. A full moon. An empty parking space. A crackling fire. A great meal. A glorious sunset. Hot soup. Cold beer.” ~Anonymous

advanced legal training institute offers
Legal Education Products & Services

- Live & Recorded MCLE Seminar & Teleseminar Packages (*including AudioCDs, VideoDVDs & Workbooks*)
- [*Wealth Preservation & Estate Planning*](#) eJournal
- Speaking & In-House Customized Training Services
- Consulting & Coaching Services (*including Law Firm Management, Legacy & Business Succession Planning*)
- Licensing of Legal Forms

family legacy planning institute offers
Legacy & Wealth Planning Client Products & Services

- Live & Recorded Seminar & Teleseminar Packages (*including AudioCDs, VideoDVDs & Workbooks*)
- [*My Life, My LegacyPLAN*](#) eJournal
- Speaking & In-House Customized Training Services
- Consulting & Coaching Services
(*including End-of-Life Planning, Elder Care Choices, Funeral Planning, Legacy Planning, Business Succession Planning & Grief Coaching*)
- Estate Settlement Agent Services