



Carr's tips on how to keep things in order:

The more business cards you have, the harder it is to match a person to the information on a card. Try writing a reminder to yourself on the back—where you met the person, the date, and any common contacts.

If you actively use your home office for work, be sure you use the same filing system in both places—don't use alpha filing in the office and themed filing at home.

Keep track of birthdays and hire-date anniversaries of your direct reports. A small acknowledgement goes a long way towards employee enthusiasm.

Get Your Act Together

Catherine Carr offers help for the organizationally challenged. BY KRISTIANA HEAP



ORGANIZATION SPECIALIST CATHERINE CARR GOT AN EARLY start. When she was 10 years old, she asked her mother for two filing cabinets—her Archie Comics needed to be separate from her Betty & Veronica books. This January, she began turning that passion into a profit. “After years of organizing the spaces and lives of my friends and colleagues as a hobby, I came to realize that there are a lot of people out there ready to make a change but just need a little guidance,” Carr says.

Through her company **ALL IN A ROW**, Carr has been organizing the homes of CEOs and their spouses who have lost control of their clutter. For an hourly fee, Carr will restructure your paper filing system, overhaul your closet, or turn your garage into a place where you can actually park. Planning a move? She does that, too. Carr works personally alongside her clients and offers maintenance packages to ensure the organization is effective. “My hope is that my clients will be able to find their files, their car keys, or their wine glasses easily,” Carr says, “giving them more time and freedom to do the things they truly enjoy.” (214-236-0855, cat_carr@sbcglobal.net)