

Britain's FASTEST-GROWING women's glossy

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PARTY POWER

- 9 ways to make your bash more flash
- 14 genius up-for-it energy tricks
- 128 yummy bags, heels and jewels

Special Report

THE NEW DRUGS SCANDAL

Which of your friends is hooked?

Celebrity Real-Life Special

'I still think the world of David – he's just in the wrong marriage'

Rebecca Loos: the story continues

LOOK SEXY (WHATEVER YOUR SHAPE)

PEAR ● CURVY ● TALL ● PREGNANT ● PETITE

Your new knock'em-dead wardrobe for weekends, parties, and yes, even work

YOU
2005
HOROSCOPE
by Hollywood's most
trusted astrologer

SUPER SIZE YOUR
CONFIDENCE
(without any
exercise) everyone you
love

WOW
Meet real
cover
Alexandra

WHEN MEN
GO OFF
SIDE

THAT LAST
HALF STONE
GONE!

No gimmy
no denial – just results



THE Organiser

The clutter-free way to... CREATE A TIDY-ITSELF DESK

'An in-tray is a great stress-reliever if used properly,' says David Allen, author of *Getting Things Done* (Piatkus, £10.99). 'Toss in everything that needs a decision, then process every day or so. Notes from calls, mail, fountain pens out of ink... anything you don't want to decide on right now should go in the tray.'

A4 stackable acrylic trays, £9.95 each, Muji

'The virtually paperless desk is the only one that works,' says Claire Brynteson, MD of lifestyle management company buytime. 'Input data straight onto a PalmPilot, then you can transfer it to your PC, and back it up at the end of the day.' But with vital documents, print out and file. 17in iMac G5, from £1,049, Apple

- Watch out, pen thieves about: keep your favourite pen to hand, leave the rest in a drawer. The fewer are on display, the fewer disappear.
- Pen pot, £2, pink highlighter, 90p, pencil, £1.95, all Muji
- Scissors, £4.50, pens, £2 each, Ordning & Reda

Transfer numbers from business cards, Post-Its and emails as soon as you get them into your contacts book. Make a back-up of all documents every few weeks. Stalder & Suter

Order, order...

- **Halve your paperwork** Mark Forster, author of *Get Everything Done* (Help Yourself, £7.99), recommends using the 'halving' rule to file papers. 'Divide your paperwork into two piles – accounts and "everything else", for instance. Halve each pile again and again, and you'll find your papers naturally fall under different headings, and can be filed or ditched.'
- **Red for stop, green for go** Colour-code your paperwork with coloured stickers for high, mid and low priority.
- **Don't let your inbox get swamped** File your emails at the end of every day.
- **Develop a home-time ritual** Before you grab your coat, tidy your desk and make a list for tomorrow.
- **Contacts book** PR Dee McCourt says, 'I update my book every day, and I write in pencil so notes can be changed easily.'

'Forget huge War And Peace-length to-do lists. A list must be achievable, with only three or four items,' advises professional organiser Jo Wheatley from Essential Lifestyle Management. 'If something is going to take less than five minutes, do it now and your list will be instantly shorter.'

Desk organiser with pad, £9.95, The Holding Company

After the tone... Put a voicemail on your landline and mobile, plus an out-of-office reply on your email, stating return date, and giving a contact for urgent matters in your absence.

THE ORGANISER The tidy itself desk ● your best ever bra ● look slim on the spot

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