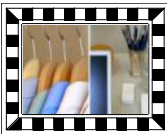


ORGANIZATION MATTERS



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WELCOME!

Hello Everyone, I hope you enjoy this month's organizing and redesign ideas.

Feel free to email me any thoughts at patty@orderlymanor.com.

Orderly Travel

Whether you operate "Mom's taxi service" or work full-time using your car as a mobile office, car organization is often overlooked. I consider our vehicle an extension of



my home, so you won't find it a disorganized, messy place. We spent way too much

money on our cars to have them be dirty or cluttered inside!

If you work from your car, it might be helpful to keep/use the following:

- a "To Be Read" folder with you; review during stops or waiting for an appointment
- a small spiral notebook, handy for jotting down notes or phone numbers
- a visor and/or console organizer, to hold pens, paper, sunglasses, loose change, cell phone & other smaller gadgets so everything's at your fingertips
- pocketed organizers that hang on the back of the

seat to hold maps, brochures, product literature, umbrellas, business cards & snacks

- a plastic coupon envelope/organizer to put fast food, car wash or store coupons in, so you have them while out & around town (keep receipts you collect in the car so deductible expense paperwork's easier)
- a compact office-on-the-go, using a covered handled basket or box with office supplies. Store basic items such as letterhead & envelopes, business cards, stamps, calculator, pens, stapler, paper clips, etc.
- a large sturdy crate or plastic basket in the trunk, to contain files, product samples, literature or other items

There are a lot of products on the market that help keep the family minivan organized. You can find trunk organizers, back-of-the-seat storage organizers, between-the-car-seats activity storage holders, visor organizers, and a variety of gadgets to hold cell phones or coffee cups.



Bottom line is, if you spend time in your car, it is worth it to keep your vehicle organized so you're surrounded by an organized, orderly space. Bon voyage!

"ROOM REMEDIES", Excerpted from *Better Homes & Gardens*:

"Be sure you know how you want a particular area to function. Pin that down, and you can then determine the best way to organize it." I would add that it helps in the sorting and purging process because you know what goes into the 'stay in the room' and 'goes to another room' categories.

In kids' rooms "always make room for your child's interests. That could mean bins for sporting equipment, a flat surface for drawing, or a special hook for dance outfits." You also want to use storage that will grow with the child, and not look too juvenile.

"Shallow drawers may seem limiting, but they're actually super-efficient. (Deep drawers, in fact, can be dumping grounds.) Organize board games, kids' art and supplies...and albums in furniture such as armoires, coffee tables or bookcases." I have found that with deep shelves or drawers, you end up piling up items which makes for trouble when pulling out a bottom item!

Donating A Simpler Way

While it is a wonderful idea to donate your unwanted item to a charity or donation center, try to keep it simple. Here are some guidelines for making donations actually happen after sorting/purging/decluttering:

1. *Don't make too many "donate" piles.* If you make piles or bags intended for a dozen recipients, your ability to get that stuff out of your house to those intended recipients gets slowed down. You're more likely to see the bags and piles stick around for awhile until you can coordinate pick-up or drop-off.

2. *Don't overthink the donations.* If you don't want it, don't use it, or don't need it, let someone have the chance to. Let the group receiving the bags see if it is sellable or whether they want it. Obviously you don't want to give junk or trash, but don't spend time speculating about the recipient's reactions.
3. *Don't place items to be donated in a container that you want to keep or that you can't have sit around for while being used to hold the donations.* Good options are boxes, trash bags, or shopping bags; avoid laundry baskets.
4. For whichever donation place you choose (i.e. Goodwill, Big Brother Big Sister), find out what they'll accept, how they get the donations, etc.
5. Place items to be donated near the door, car or garage -- in an area that's out of the way but convenient for taking out of the house. The key is getting the donate items out the door as soon as possible.
6. Label the container so that you don't throw donatables away by accident.

