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Here's this month's edition with organizing and redesign ideas.



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### Entryway Organizing

Often times, the entryway or main area you come in to the house gains a design and function through time and use. A pattern or routine develops whereby family members use the entryway in a certain fashion, and it 'sticks'. Then the entry becomes something less than ideal - to change the design and form, you have to force a change in people's behaviors and routines. When I ask a client why such-and-such is there, they answer



"because that's where we always put it when we come into the house". Think about what you'd like to see in the entryway, while keeping in mind people's behaviors. Imagine the kids coming in from school - where do you want their backpacks to land? When you come in

with the mail, where is that going to go? Then you can change the elements and systems in the room.

If your entryway is a separate area, you need to consider places/ storage to handle hats, bags, coats, keys, and incoming mail. If your hall closet is filled with



your family's winter gear and other stuff, there is no room for guests' things. Stash family outerwear in a closet in the back hallway or mudroom. Consider using a coat rack (either freestanding or hooks on a wall) and a bench to act as a backdoor transition space, for people coming in from the heat or cold. What you want, if you have the space, is a large piece of furniture that is reasonably attractive and has cupboards and/or drawers that family members can utilize with little effort. An entryway should be calm and ideally decorative, not

*If you know you need to purge some of your closet, here's a trick to help determine what should go. Turn all your clothes in your closet to face one way. As you wear them, turn the hanger around. If you haven't worn an item by the end of the month (or 2 or 3 -- whatever seems reasonable), donate it.*

cluttered with stuff you see when you first arrive.

### CLEANING TRICKS

Give yourself little mental races: do a task during commercials before show comes back on, or the microwave dings, or see what can get done before something happens (i.e. work on a drawer until laundry is done or Johnny gets home). You'd be amazed at how much you can get done, either in breadth or depth, when you are motivated by time.

When cleaning, let gravity work for you by working from top to bottom. There's no sense in vacuuming, then dusting, when everything you stir up with the duster falls to the newly vacuumed floor. Be efficient with your time: have only a few major cleaning products, and then store a set on each level of your house. Keep extra trash bags at the bottom of your trash bins and wastebaskets so the next one is available.



### Computer Clutter

To minimize the amount of stuff on your computer, treat the computer like you

would physical space in your home. Declutter! Take the time to "unsubscribe" from unwanted email sources (link is usually on the bottom) instead of just deleting. If the amount of spam gets out of control, consider changing your email address to a different one. "Bookmark" Internet pages to look at later, but then make



time to continually review/purge websites you don't need anymore. Also check the contents of folders. Delete anything that is no longer relevant or you don't need an electronic version of, and see if any more logical categories present themselves. Create organization - make folders, group like items together, empty the trash, clean up the desktop. A large source of cyber-clutter is .jpg files. If every photo is untitled (just a number with the file name), it is going to be very difficult and tedious to sort through, so name pics.

