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

Past eNewsletters are available on [www.OrderlyManor.com](http://www.OrderlyManor.com)



## STORING YOUR HOLIDAY THINGS

Take advantage of specialty storage items designed especially for holiday ornament and decorations. You don't have to buy



special red and green bins, but if you get ones that aren't clear, be sure to label both top and 2 sides. Separate bins based on the room or function that the



Christmas items are used in, i.e. Kitchen/Dishes/Linens; LR/Music/DVDs. Keep in mind that stacked tubs/boxes are more difficult to get to than those that are stored on shelves.



Designate a dropoff drawer in the kitchen and make it the grab-and-go spot. It will keep countertops clean and allow family members to put clutter like cell phones, iPods, keys or change out of sight.

## Paperwork Should Not Be "Taxing"

Whether you like it or not, now is a good time to start thinking about tax paperwork organization. For each tax year, get a hanging folder and add a tab labeled something like "For 2009 Taxes". Think ahead to what the tax returns require, then simply create a file folder for it. If you

deduct for a home business or your husband's work expenses, set up a file titled that and anytime you get receipts or documented expenses in that category, stick it in there. Keep track of daycare costs for tax purposes? Make a folder titled "Daycare Payments". Don't worry about organizing the contents -- just getting in the right folder is sufficient now. All the file folders go into hanging folder(s).



Do this filing throughout the year, and when tax time comes around in early 2010, pull out the hanging folder. You may still need some additional files or paperwork (i.e. W-2 forms you receive) but otherwise everything is together. Then, remove the pile of receipts or papers within each folder and tally them up. Once they are paper clipped, add a sticky note with the total to make the data entry part easier. Remember, you don't have to do any organizing, totaling or such to the things you put into the folder until the year is over.



Yes, I give you permission to have storage space that is not filled. Whenever I mention this to clients, they get a very scared look on their faces. Their eyes get all big and they look at me like I'm a 3-headed alien. If you need the space to store items that logically go there and the space works for you, by all means. **But do not fill space just because you have space.** This applies to closets and drawers that may be inaccessible, difficult to reach, or unneeded as storage space.



Some examples of items that have charming empty spots include sideboards or cabinets with itty-bitty drawers, over the desk organizers with a dozen little cubbies for putting stuff, or decorative chests with small drawers or nooks, not to mention all the in-desk sectioned trays. Instead of doodads being put in these spaces, then being forgotten, you're better off to avoid them or use partial space. I cannot tell you how many times I've worked with people who pull out a drawer or open a bin and say "Oh, that's where it was!" or "I wondered where I put that."



In contrast, obvious drawers that are large that hold medium-sized to large items are great for keeping organized. Maybe this explains why, sometimes, people who live in smaller homes are more organized -- because they have to be, and belongings can't spread out all over into every crevice.



**TIP:** Use a 3-ring binder to create a "command central" book, by having tabbed categories such as Calendar(s) or Schedule(s), Contacts, and the like. Stock it with class phone lists, school lunch schedules, and other information you (and husband or kids) need at your fingertips.

## Why is Decluttering So Liberating?

I promise clients that they will feel lighter, more peaceful, and more in control of their environment after we sort and toss. Many are not believers until the process is complete. But I encourage them to keep the faith because decluttering DOES have its benefits.



- Enables you to find things in less than minute
- Reduces stress from trying to find things, procrastinating, catching up on tasks you've fallen behind on
- Helps you know what you have
- Gives you less to have to manage, clean and store
- Makes room for the important things (time and space)

**Season's Greetings and Happy New Year — see you in 2010!**

Consider putting your Xmas card mailing list addressees on printable labels. Since the majority of your cards get sent to the same people every year, it saves time addressing envelopes and it's super easy to peel n' stick. Avery makes sheets of 30 mailing labels each that you use in your printer.

You might be interested in my book, a compilation of organizing and redesign tips and solutions. Check out "**Common Sense Organizing**", a downloadable e-book, at [Lulu.com](http://Lulu.com).



**S**ometimes just because it is there, doesn't mean you have to use it; it is okay if you have drawers or shelves that are NOT filled.



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