

ORGANIZATION MATTERS



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WELCOME!



Hello Everyone and Happy 2008!

I hope you have made organization one of your resolutions. It can apply to diet, exercise, budgeting and a lot of new year improvements. Hope this newsletter helps you in some way. Enjoy!

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

Professional Organizer-isms

● *Just because you have it, doesn't mean you have to use it* -- this applies to containers, space, closets, furniture, storage accessories. People sometimes feel compelled to keep things or systems either because they've bought it, used it in the past, it exists, or for emotional reasons. If something does not work for you, don't use it!

● *When in doubt, throw it out* -- while this may seem extreme, in 99.9% of cases it holds. If you don't think you'll use something or don't know where the piece goes, get rid of it. Things that offer no use to us are clutter, and can be thrown or given away to someone who will use them.

● *There's only 2 options: less stuff or more storage* -- let's be honest, there really are only two choices. Generally, increasing the storage (i.e. building another room or closet or buying more furniture) is not always realistic or in the budget. Better to start of reducing your inventory (purging) then utilizing existing storage more effectively.

● *Do you know what is in there? How long has it been there?* -- Think about the box that's been on the top shelf or the stuff in the attic. If you haven't accessed the container in a while, and furthermore don't know what is in the container, seems to me that the contents are not that important. Be prepared to get rid of it, and use the space more effectively.

● *There's only three things you can do with paper: File, Act, or Toss* -- The Toss category is easy -- the harder part seems to be getting used to a system for Filing and Acting. Filing including both short-term and long-term files, and Acting is anything you need to do (i.e. invitation RSVP, catalog order, bill paying). Address mail and incoming paperwork accordingly.



● *If items are important to you, they should be displayed or stored with respect, not stuffed away or in a box in the attic.* It is amazing what people have in storage, all dusty or wrapped in paper (sometimes not knowing what the exact contents are), but then they see the item and say how important the item(s) is/are. How impor-

tant can it be if you're treating it like that? Have sentimental china?

Use it or display it! Want your daughter to have a set of family heirlooms? Give it to her now.



● *It didn't get like this overnight; it's not going to get fixed overnight* -- Things don't change without effort, progress and adapting new habits and routines. Like a diet must become a lifestyle, organizing is a habit that must be learned and applied to daily life. It definitely takes work, but is SO worth the effort!

● *What's the worst thing that would happen if you got rid of it?* Between buying a replacement, finding it online, or realizing you can live without it, you generally can function after getting rid of items. You may even find it liberating! You have the power over your things, not the other way around.

● *Procrastination is really just postponed decisions.* I didn't come up with this saying, but I like it. Often people become stuck in indecision because they find the question of 'keep or get rid of' difficult. Hence they choose to keep clutter in order to reduce anxiety. Ultimately, once you face the decision and move on, you'll feel much better.

Common Mistakes

Let's look at common mistakes people make leading to disorganization and clutter.

First, putting something

somewhere temporarily or not having a place for everything leads to clutter. Solve this by making a place for everything and storing similar items in one place.

Another problem is letting things spread and multiply. When items are without boundaries, they have tendency to wander. Divide up big spaces, put loose items in small containers or sectioned organizers, and make groupings obvious.

Piling up papers in piles or on surfaces can cause disorganization. Try vertical sorters and files. Have a system for incoming paper/mail. Set up a mail center for sorting and filing, keep information on your computer, do online banking, and avoid clutter magnets like bulletin boards.

Buying containers too soon or buying too many can add to clutter. Be sure to sort, purge and measure before you shop for organizing products.

Another mistake is storing items out of reach or putting infrequently-needed items close by. Decide what you really need handy and/or lower; stash items you use infrequently in less accessible places and/or higher.

A common problem is having too many items or all food/paper goods/tools in main areas. You need to set limits on extras, sort through kitchen and bathroom items, donate extras, and be realistic. How about putting the kitchen items you use daily nearby, and the entertaining or extra purchases in an annexed pantry closet or in the basement?



Life's More Fun When
You're Organized!™