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Orderly Manor

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

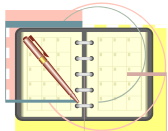
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## Resolutions in 2010?

**Make it specific.** Write it down. Is it to become a better manager of time? Is it the garage, the kitchen, what?

**Have quantitative goals and/or deadlines.** You need to be able to identify what success looks like. What is the outcome you want to achieve? When



specifically will it happen, or how much time will you allocate towards it?

**Let others know or find a support person to share your resolution with.** A resolution becomes more real if others know about it. Friends, family, or online resources can help.

**Consider it a lifestyle change that you want to make part of your everyday life.** If all your life you've been doing things one way, it's going to be hard to change. Adopt changes starting in small ways, weaving them into your normal routine. It's a good way of eating, not a diet; it's being more organized, not eliminating flexibility and

creativity.

Start thinking about **tax paperwork**. Get a head start on organizing files and putting pertinent tax-related documents in one central place. Make an appointment with your tax preparer or make any arrangements necessary to have taxes done.



## Tips from Better Homes and Gardens (2009):

- Buy only white towels and bedsheets: they give a spa look, different styles pretty much match, and it's easy to keep them clean with bleach.
- The next time you sit down to watch TV, pull out a drawer and during commercials, sort and organize the contents.
- When putting away food storage containers, don't spend time trying to match lids to bases. Instead, get 2 plastic bins, file all the lids on in one and stack bases in the other. Match as needed.



## Things that Professional Organizers say

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 are 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 off reducing your inventory (purging), then utilizing existing storage more effectively.

64% of disorganized people say that their clutter has affected their relationships.

50% of homeowners rate the garage as the most disorganized place in the house.

Courtesy of TLC

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 3 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 important 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.

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Things you can do in the Google search field:

- Perform calculations: enter the math problem and answer will show up at top of results page
- Convert measurements or currency: i.e. type "cups in liters" or "dollars in euros"
- Type in person's home phone # to get mailing address
- Type "movies" + city or ZIP code to see theaters & showtimes
- Track flights by entering airline, flight #

Courtesy of REAL SIMPLE

