



PATTY MCPHERSON, ORGANIZER/REDESIGNER/HOME STAGER

Orderly Manor

www.orderlymanor.com

774.269.6519

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

Past eNewsletters are available on www.OrderlyManor.com



If you are having any problems or issues with paper or time management, clutter, organizational systems or interior redesign, let me know!

Basic economics says, a *need* is something you have to have; a *want* is something you would like to have. Apply those definitions when decluttering your house. The author Chip Conley wrote: "Wants tend to be truly personal and individualistic, while needs are more universal to man." Apply this perspective to the things you own to help you decide why you're keeping something. Sometimes it is as simple as asking yourself: "Do I need this or just want it?"

I heard a therapist who specializes in chronic disorganization use an exercise to illustrate the difference between needs and wants. He said to imagine your house is on fire, and you have one hour to grab what you need. Think about what you'd grab. Next, imagine your house is on fire, but you have 15 minutes to get stuff out. Lastly, same scenario but now you have a minute. Compare the lists of things you deemed necessary to grab. Somehow the things you feel you really need, change; perhaps many of your identified *needs* were actually *wants*. It is not as if any of the wants are inherently bad, it's just important to be fully aware of what you need or really love or use frequently. Everything else clutters up your life.

From **FAMILY FUN**

- * Stock up on reusable shopping bags (the ecofriendly, fabric-like ones), then dedicate them to single uses: one for library books, one for dog gear, etc.
- * Hang clear over-the-door shoe holders to organize craft supplies, mittens and hats, or small toys
- * Use wall hooks, baskets, hanging bags, or sturdy metal shelving to free up valuable floor space.



- 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, etc. in, so you have them while out & around town (also handy for keeping receipts you collect while in the car so tax deduction 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, pencils, stapler & staple remover, scissors, paper clips, etc.

- a large sturdy crate or plastic basket in the trunk, to contain files, product samples, literature or other items for parties

- ✓ Order groceries online from a delivery service. If that's not possible, choose a non-busy time to shop. According to the Time Use Institute, the least busy days for most grocery stores are Monday and Tuesday.



- ✓ Always tackle the harder tasks first, preferably, first thing in the morning. You have more energy and a clearer head during the earlier part of the day to enable you to undertake the tougher jobs. When you're done, you'll have the rest of the day to tie up loose ends and focus on the smaller tasks



- ✓ Choose a spot for keys and use it consistently.

- ✓ DVR or Tivo as much TV programming as you can to avoid commercials.

- ✓ Keep the garbage can right next to you when cooking or a bowl that you put all garbage into as you cook. Either way will eliminate walking back and forth to the garbage multiple times.

- ✓ Consider using a shared calendar accessible online (i.e. Google) for you and your spouse — additions can be made digitally and visible to the other person, and the calendar can also be printed as a hard-copy

There are many ways of going forward, but only one way of standing still.

- Franklin Roosevelt

Giving up doesn't always mean you are weak. Sometimes it means that you are strong enough to let go.

- Unknown

TIP! Managing paperwork

- If you are working with the paperwork primarily from home, use folders & hanging files to access then file away.
- If you use the paperwork away from home, and it needs to be portable, then use a 3-ring binder to contain everything. Then you can grab and go.



In the car a lot for work or the kids? Have in the car:

- 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



To save time...

- ✓ Invest in a crockpot and designated cookbook, or get recipes free online.
- ✓ Do tasks on assigned days of the week.
- ✓ Request morning appointments at doctors/dentists' offices, and hair salons.



Hope you're having a wonderful summer! - PM

