

ORGANIZATION MATTERS



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eNEWSLETTER: March 2008



WELCOME!

Hello Everyone, I hope you enjoy this month's organizing ideas. Feel

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

COMMANDMENTS OF ORGANIZING

1. *Thou shalt handle it once.* Anything that requires you to read it, such as mail, invitation, kids' schoolwork, do something with it – that 'something' could be to put it into a file marked "Action Items" or "To File". As long as you are dealing with it in a way other than saying "I'll deal with that later" and putting it in its original place of limbo, you're going to be more organized.
2. *Thou shalt put away stuff in its designated place (and if you don't have one, make one).* As an organized person you will come to realize that it is always easier to put something away rather than set it down "temporarily". If you set something down you'll end up with tons of clutter.
3. *Thou shalt use labels.* For kids (as well as for adults), a label on something makes it official. Once a drawer has a label that says "socks" and a storage container is labeled "dolls," those become the official homes for those items. As long as everything

has a clearly labeled home, the chances of items finding their way back to those homes become much greater.

4. *Thou shalt know that there's only 2 options: less stuff or more storage.* Let's be honest, if you are having a problem with storing belongings, there really are only 2 things you can do. Generally, increasing the storage (i.e. building another room or closet, adding on, 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.
5. *Thou shalt know that it didn't get like this overnight; it's not going to get fixed overnight.* Be reassured that things don't change without effort, progress and adapting new habits and routines. Like a diet must become a life-style, organizing is a habit that must be learned and applied to daily life. It takes work, but it's worth the effort!



6. *Thou shalt write things down.* If it is written down it becomes real and

you're more likely to deal with it. Even those people who are good at remembering things occasionally forget. The average person can only keep so many thoughts in his or her head, especially when there are distractions! Why take a chance? When you have to remember something, write it down into a planner or a notebook. Don't put it off, because other thoughts are bound to take over and there's always a chance something will be forgotten.

7. *Thou shalt keep in mind that*

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!

8. *Thou shalt be discriminate with printed material.* Be realistic about what you really want to read on a regular basis. Limit magazine and newspaper subscriptions. Be brutal about keeping things you get in the mail and buy from the store in terms of reading material. Use an upright magazine holder to contain periodicals and catalogs and, once it's full, purge.

Try This!

Give kids a roller-tape-type lint brush to 'clean' rugs, chairs, and other surfaces

got laundry?

Maintenance tasks such as laundry, cleaning, and cooking are often referred to as "circular" chores, meaning they never end. How true! Well here are some things you can try, simple routines and suggestions that may help lighten your load (pun intended).

Stock up on laundry detergent and dryer sheets when on sale so you won't have times you cannot do laundry because you are out. I think liquid detergent is easier and faster. You really only need general detergent; bleach; pretreat spray (i.e. Shout); and dryer sheets.

Try having 2 baskets in the closet or wherever you keep dirty clothes --one for whites and one for colored. As you undress, place the dirty clothes in the proper basket. Hang a cloth laundry bag for items to be dry-cleaned near where those types of clothes hang

and/or where you take them off so they can go right in.

I fully comply with the author Susan Pinsky who says: "Use tall, portable laundry baskets with no lids so family members can simply 'wing' their dirty clothes inside with minimal hassle".



Try bringing clean laundry up to the room where it needs to be put away. If you did the sorting technique mentioned above, clothes for one room will all be together. You don't need to fold everything and keep it in a basket, wondering when it will go up to the bedroom. I open up my underwear drawers and, with the basket's contents upturned on my bed, fling bras and underwear into their drawers basketball-style! Socks get paired at the end when there are no more foldables. Folding clothes in the room where they will ultimately go also forces you to finish the job as you'll need to use the space.

It is a lot easier to do one part of the laundry cycle for 1 basket each day then a giant pile of clothes that have sat there for 2 weeks, either dirty ones in the laundry area or clean ones sitting in a basket. It's a more daunting task to try to deal with. I suggest doing one load in or one load put away (at least 1 laundry-related task) DAILY if your family/ household size is appropriate.

