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Orderly Manor

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Here's this month's edition with organizing and re-design ideas.



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Bulk Shopping

The BJ's and Costco's of the world are great and make your pantry plentiful and convenient, but they do cause a storage dilemma. Where do you put the giant jars of mayonnaise and the 50 packets of oatmeal until you use it all? If the "buying in bulk" concept serves your household well, as it does for mine, you do have to set up a system for how your house is going to absorb the bulk.



Not every home has a giant amount of storage for large numbers of products.

I recommend utilizing a feeder system whereby you have #1: your kitchen, and #2: an annex somewhere else i.e. basement or separate pantry not adjacent to the kitchen. #1 holds your everyday needs, in normal storage sizes, with a reasonable number of or only 1 of an item. For example, in a cabinet, you'll find one canister of rice or one box of muffin mix, or a basket of a dozen snack bags. The wholesale size/

larger container stays in the #2 location, only to be accessed when levels become low in the kitchen (#2 feeds into #1). For the bathroom, for instance, you keep a few extra toilet paper rolls, but the rest of the 16-pack is in the basement. When you need more, you "shop" in your annex to fill the levels back up.

The rationale for this system is based on the idea that each room has prime real estate that you want to use efficiently. A household can only use so much of something at a time, and therefore doesn't need ALL of anything readily available.

Beware Flat Surfaces!

Every flat surface in your house -- tabletop, desktop, kitchen counter -- should have a caution tape over it saying "do not pile stuff on top of me!". Often when we put something down on a flat surface, the item goes into the netherworld of NoCanFindItVille.

I joke with clients that I'm going to put down the strip of spikes they put on the tops of buildings to keep the birds off, just so that they don't use the flat surfaces as resting and often staying places for things to be put away.

Have files, not piles. According to eHow, here are steps to tackle the piles: Deal with new papers first. No matter how high the old piles are, begin by devising a system for the new arrivals.

Decide immediately what to do with each piece of paper that comes across your desk. Do not postpone these decisions. Paper piles are messy monuments to a long series of

Act on each decision. Pick up that piece of paper and sign it, forward it, scan it, file it or trash it. Decoupage a wall with it, if you like, but don't toss it onto a pile.

Use a stepped desktop file if you're determined to keep some papers close at hand. But don't just stuff the file sections with loose sheets. Put them in labeled folders first, then in the stepped file.

Take a deep breath. Once you are faithfully dealing with new papers in a systematic way, haul out all the unfiled, deeply piled older papers and--in either one marathon session or a series of shorter ones--take each ancient sheet through your newly devised system.

Have You Ordered Your Groceries Online Today?

Around my area, we use Peapod -- "one of America's leading Internet grocers" -- to order online and schedule delivery to your house. Peapod features over 8,000 products in a range of categories.

Using Peapod relates to organization because you can plan dinners on a monthly basis, then sit in front of the computer to order all the ingredients needed for those dinners. Consider the benefits:

- "Customers can redeem valid manufacturer's coupons with Peapod drivers; the coupon is credited to a customer's account." Instead of the mad search within the grocery store to match up a coupon with an item while your kids are distracting you, you can calmly take all the time you need to search for an item.

- "Peapod also features hundreds of weekly specials online." At a glance,



you can choose the item on special vs. all the other brands of that same item, or if you are at a loss for what to serve one night, you can review specials and choose that food to serve. I like to click the Specials tab first upon entering the site.

- Groceries are brought to your house, into your kitchen, on a day and time frame you determine. What more can I say about that??



- In re: to the delivery fee, because I order once a month, the order is always above \$100 so I pay the lowest fee. When you use direct banking acct withdrawal, Peapod deducts \$1, too, so the fee becomes nominal.
- With their Refer-A-Friend offer, you get \$10 off

"It is much easier to keep up than to catch up." ~ Toni Ahlgren

Want to request an idea or tip on a particular topic? Contact me!

