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Orderly Manor

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

Past eNewsletters are available on

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5 Ways to Boost Memory. Family Fun. 10/09

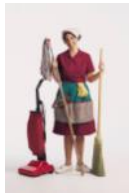
1. Get enough sleep.
2. Anything that shakes up the day's routine provides mental exercise.
3. The act of learning exercises your mind and makes it grow stronger.
4. Use rhyming to help you remember something.
5. Visualize facts or information as writing in your mind.



SOME THOUGHTS ON TACKLING HOUSEWORK

Eliminate the Evidence (ETE); it basically means to pick up as you go. By doing so, you avoid marathon sessions of cleaning up.

For all the chores or tasks you want done, create a Master List.



Walk around your house, write done everything that needs to be done by room. Highlight or cross out task when done.

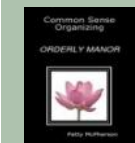
Tackle chores in baby steps, by doing a small number in a certain time frame that is doable for you, like in 15 min. time increments.

Think of your home as a tree & each room is a branch of that tree. For each branch, compile a list of all the

tasks you'd need to accomplish to get that room to be the way you want it to be. Cycle through the branches, one per week, and spend just 15 - 30 minutes per day in your branch.

Give yourself little mental races: do a task during commercials before

You might be interested in my book, a compilation of organizing and redesign tips and solutions.



Check out "Common Sense Organizing", a downloadable e-book, at Lulu.com.



show comes back on, or the microwave dings, or see what can get done before family member comes downstairs (or something similar)

Do chores based on the cleaning product - vacuum cleaner, Windex, dusting - and do that chore for all the appropriate rooms. Additional hint: keep a duplicate Windex, all-purpose spray, paper towel roll on each floor of your house.

Keep track in a Home Repairs spiral notebook when service people come to the house, i.e. plumber, what he did & date

DELEGATE, DELEGATE, DELEGATE - you don't have to do it all

2009 TRENDS IN REDESIGN*



Internal MP 3 Storage
Bamboo Flooring
Clean Surfaces

Compact Florescent Bulbs
White Recycled Paper Goods
Uniform Metal Hardware
Few, Well-Chosen Accents
Simple Fabric/Shades
Pairs of Matching Lamps
1 Sofa with a Pair of Chairs

Standing CD Towers
Hardwood Flooring
Doilies



Incandescent Bulbs
Printed Paper Goods
Assorted Metal Hardware
Lots of Bric-A-Brac
Elaborate Window Treatment
A few One-Of-A-Kind Lamps
1 Sofa with 1 Loveseat

*according to REDECORATE.com

Got 15 minutes?

Here's what OnlineOrganizing.com suggests you can do in that time:

- empty the dishwasher
- put in a load of laundry
- start a load of clothes drying
- make your bed
- fold some clean clothes
- put away clean laundry
- clean the toilet
- clear the extra empty hangers out of your closet
- empty your trashcans
- clean the bathroom mirrors
- clean out a drawer
- clean out your purse
- clean out your wallet
- dust one room
- sweep the kitchen
- balance your checkbook
- pay a couple of bills
- straighten up one room
- file a stack of papers
- sew a missing button
- repair a ripped hem



- clip coupons from the newspaper
- make a grocery or shopping list
- make a to-do list
- plan your meals for the week
- gather up items to return (library books, videos, etc.)
- clean expired items out of your medicine cabinet
- clean out the fridge
- check your desk for dead pens and markers
- enter a few addresses in your book or electronic organizer
- respond to a couple of emails
- write a letter
- do the dishes
- clean out your makeup drawer

QUICK TIP

Want to remember something while driving? Call your home phone and leave a message. Or if you have the capability on your cell, leave voice notes and listen when you're home.

To remember an item you need to bring with you into the car or out the door...place your keys on top of the item. You cannot go anywhere without them.



- read and sort the mail
- set out your clothes for the next day
- make lunches for the next day
- make a phone call

HAPPY HALLOWEEN!

