



ORGANIZED TO PERFECTION

Fall 2010

USEFUL AND PRACTICAL TIPS FOR FALL ORGANIZING

I know in the past, you have asked for tips on organizing for the holidays. You have also requested advice on what to do with those "lovely" projects that the kids bring home from school, especially during the holiday season. Situations and events are always changing in your family lives and you need to stay on top of matters before they take control over you! You are aware that I approach organizing in a very practical way and focus on what works best for you.

Here is a list of specific tips on handling the holiday season that is coming up:

When you start pulling out your holiday decorations for Halloween, Thanksgiving and Christmas, you need to determine if the items are something you want to use to decorate your house with. If not, it is ok to donate to a charity, or give to a family member or friend. It is nice to pass on decorations that other people can enjoy since you enjoyed them for a while. If you are not sure you want to part with some of the decorations, review your space that you are using for the decorations and see if you could reduce the amount of decorations and use the added space for another purpose. Do you need extra storage space for furniture, memorabilia items, and special projects that you are working on and for which you need temporary space?

Also, please do me a favor. Before you start purchasing new holiday decorations, please follow my steps stated above before you go shopping. Take inventory of what you currently have, and then make a list of what you need. I know you would not like to discover you already have new Christmas tree ornaments that you purchased last year when they were on sale, after you've bought new ones this year

full price. My job as an organizer is to remind you of this process and review and take inventory of what you have so you save money rather than going out and buying additional items that may clutter up your home.

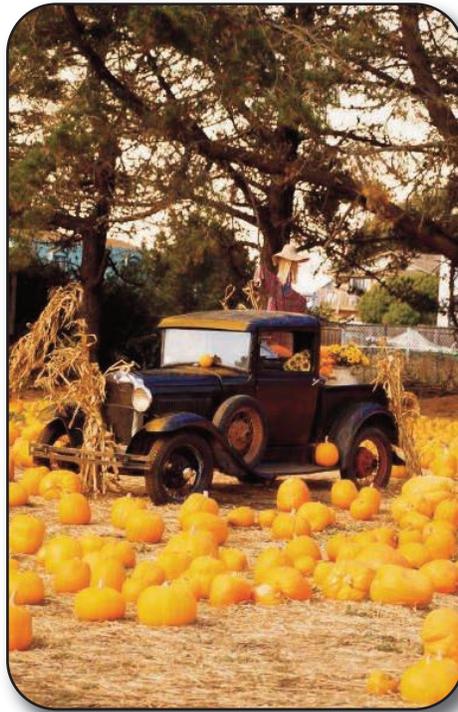
The cold weather will be upon us sooner than you think, so how about going through your coats and jackets to determine if you would like to donate any?

There are some great charity locations and special causes that always accept used or new coats and jackets. PADS and department stores and Goodwill stores have events in the fall and winter where you can donate the jackets.

I know many of you are receiving precious art projects from your kids and you do not know what to do with them. During the holiday season, you can hang them up on the windows, doors, in their bedrooms or the play areas. The kids will really enjoy seeing their projects on display and appreciated. After the holidays, please pick out a few of the memorable ones, and put them in a storage bin that holds larger papers or get a portfolio holder from a craft store to store the art work. The rest of the art

work can be recycled. You had the time to enjoy them, now it is time to recycle them and as you know, there will be more where those came from!

So please take these tips to heart and work with the plan that I have laid out here for you. Especially during the holiday season, there will be a lot of things coming into the house. You will need to find space for them and recycle, donate, or discard things that you no longer use or need. Have a fun and organized holiday season!



From the desk of Elizabeth Fuchs



I trust that everyone had a great summer and enjoyed time with family and friends. The summer went by too fast for me and I enjoyed myself helping several clients with special projects during the summer. Thank you for your continued support and referrals.

As stated in my last newsletter, I am currently the President of the Chicago Chapter of NAPO (National Association of Professional Organizers). Currently we have 100 members in the Chicagoland area. It is going well so far and the board of directors is doing a wonderful job which makes my job run smoothly.

I am still evaluating how the whole social media revolution is working for me and my business. My company is on Facebook and other network groups and I am still trying to devote time to "working the sites" and exploring the best way to use them. Technology – it changes so fast! So if you have any advice, I would love to hear your thoughts.

I hope you are all doing well and have a wonderful holiday season!

TIPS ON DOWNSIZING

Many of you have gone through or are currently experiencing trying to downsize your space or moving a family member to another home. Trying to figure out how you are going to fit five pieces of furniture into a space that will only hold two pieces of furniture is a huge challenge for you and your loved one.

The best advice I can give you is to be ruthless and only pick out and keep items that are valuable and precious to you. Maybe you and your spouse or family member went on a trip and came back with a beautiful piece of furniture or a painting or a decorative item. Those are the things that should be kept. Also, how many books do you really need to keep? Can they be donated or sold? And if books are your life, leave space in your new home for bookshelves for them.

Take one room and just go through things that are in the drawers and on the closet shelves. Pare the items down to half if possible and keep only those that have a happy memory and are in good shape or will definitely be used. Downsizing does not mean you have to get rid of all of your items, but you are keeping close to you what you need and what are truly cherished items that you received from a loved one.



I know this is a challenging and complicated process, but handling this with a plan, focus and time, you will get through this and you will feel much better and even feel lighter. You will think, "Why was I cluttering up my home and space with such unnecessary and unneeded items? I feel really good and should have done this a long time ago!"

A temporary solution to consider, if there is just too much to go through, is to rent a storage space for a short time, to store your items while you make a decision at a later time. At least the items will be out of the house and you can take some time to think about where they will go, if they will be donated, given to a family member or sold through internet sites. This process will take a few steps to complete, so start early and it will all work out in the end.

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REMEMBER:

AN ORGANIZED HOME IS A PEACEFUL HOME