

## 5 ORGANIZING TIPS THAT REALLY WORK

You often hear organizing tips and I would like to share my top 5 organizing tips that are specific to my clients. I have talked about these with my clients and I want to give more specifics on how and why you should apply these tips to help you in your home.

**Tip one:** The number one question people ask when organizing a space is, where do I start? They are overwhelmed and have no idea how, where or what to do to get started. If you are a right-handed person, you start in the left-hand corner of a space and you work your way to the right. When you start organizing and sorting items to the right, it just makes sense to work that way and your brain works that way with ease. If you are right-handed and you try to go the opposite way, something is "off" and it does not feel right. If you are a left-handed person, you start from the right and work your way to the left. You are more focused and you see the results that you want in an organized and structured format.

**Tip two:** What is the PURPOSE you are trying to achieve by organizing this space? Most of the time the homeowner wants to change up the function of the room, make a home office in that space, have the guest room not be a dumping zone but really a guest room. You need to really ask yourself this question and what the purpose you are trying to achieve here is. Once that is addressed, you will have a better understanding of how you want this space to look.

**Tip three:** What is the CONSEQUENCE if you do not have this item? What would happen if you did not have that

piece of paper or the item in the garage, etc? This is where people get caught up and they want to keep everything. So I ask my clients, what would happen if we got rid of that piece of paper? Most of the time they say nothing or they do not need it for taxes or household reference. In the end we get rid of the paper and it is ok to let it go.

**Tip four:** Start with one category to begin organizing. For example clothes, toys or books and only pick one to work on at a time. Go to your bedroom or your child's bedroom and sort and pick up only the clothes that are around that need to be laundered, or just put them away in the closet or the dresser drawer. This works out great when you are asking your kids to clean up and organize their room. Tell them to work on only their clothes and nothing else and you will see the improvements. Then later in the week or the same day, you can focus on toys or books or whatever it may be that needs attention.



**Tip five:** Ask yourself, what IS this piece of paper? I have mentioned in the past that there are only 3 categories that a piece of paper falls into. Toss/recycle, file or action. When you have to make decisions about the paper this question is all that needs to be asked. Is the paper something you need for your child's upcoming picture day, or a tax receipt your accountant will need? Every piece of paper has a purpose and these 3 categories will help you find that.

By really thinking about these tips, you will have a more focused and better understanding of how to take control of organization in your home.

## From the desk of Elizabeth Fuchs



I hope you all are having a wonderful fall season! With the changing of the seasons, I wanted to share with you an update on the expansion of some of my services and how I help clients in various aspects of their lives.

As I've mentioned previously, I help clients with unpacking after a move. In addition, I also help clients with the final process of clearing out their house before a move. I have worked with clients taking care of final donation of items, having computer equipment recycled, getting carpets cleaned and scheduling a junk hauling company. I know this process is overwhelming for some people and this is where I am available to help.

I have recently taken on a position with the National Association of Professional Organizers (NAPO) as the National Ambassador Coordinator. I oversee all Ambassadors and Liaisons in NAPO and handle any issues or concerns that may come up with new members from throughout the world. I see this as yet another opportunity to bring best practices in organizing back to you, my clients.

Thank you always for your continued referrals and support in my business! I wish you all a great holiday season.

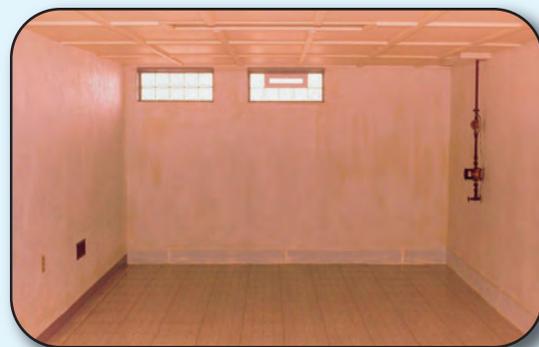
## GOING DEEP DOWN

I have worked many years with my clients on many different levels of organizing projects and one of my favorite ones is to really go deep down and get to the bottom of an area. Sometimes we do what I call surface organizing, or skimming the surface. Other times we need to do a complete overhaul of paperwork and filing systems, or the child's bedroom, or the storage space in the basement, in order to really make a huge impact on the overall organizing of the space.

These types of organizing projects are a must at times if you really want to get to the heart of organizing and see major results. I know this task seems daunting or overwhelming but the project is not as bad as it seems and I am there to get you through it!

Here are some steps to take to go deep down with organizing spaces:

**Filing cabinets:** Go to the oldest files and cabinets and look at them and determine if you really need the papers in them anymore. More than likely you are looking at papers that have a year on them and are no longer important or relevant and can be shredded or recycled. Old bills, past bank or financial statements, children's school papers, house correspondence, etc. Most papers after the 7-year mark can be discarded but home mortgage and certain financial papers need to be kept longer. If you are not sure, please consult with your accountant, or else I have a paper retention list that will help you.



**All closets:** Pull everything out of closets so you can really see what you have in the far back area and you will see how big that space really is. You will find things you have been looking for for years, or items you thought you were going to use but forgot were there. You must be ruthless and either toss away or donate items and then keep what you really will use so that space is organized.

So the older the item or paperwork, the easier it is to get rid of. If you were organizing and sorting current items, there is more of a "hem and haw" decision-making process that takes place compared to older items where it is easier to get rid of. In the end do not be afraid of those black holes that are in your house. They turn out most of the time to be the easiest place to organize!

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**REMEMBER:**

*AN ORGANIZED HOME IS A PEACEFUL HOME*