



# ORGANIZED TO PERFECTION

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## NEW DECADE - NEW PLANS!

Can you believe that it's already the year 2010 now and a new decade! If you want to start a new routine or habit or family scheduling, this is a great time to begin. As many of you know, I work in a practical, functional and "cater to your needs" approach to organizing. Here is my goal list for you.

Let's get the paperwork under control at last! When papers come in, create a folder with the information in it and write exactly what it is on the folder. Finding a home for papers is a huge step in the right direction.

How do you feel when things are in order and under control in your home or office? You feel great, right? So schedule or commit to obtaining organization in your home and office on a monthly basis.

Empty spaces - I know, what a concept! People are not measured by how much they have but by the quality of the items. Your things do not define you, you define yourself and how you want to live your life. So having empty spaces on your shelves or rooms is a good thing.

Some people believe that their possessions define them and that is why they can not move forward in their lives. For example, it's difficult letting go of certain items in their home. As I tell my clients, "It is ok to let it go."

As always, if I can help you achieve your goals for 2010, please let me know, and happy new decade!



**REMEMBER THE JOYS OF WINTER!**

## MUST READ ORGANIZING BOOKS

### PETER WALSH BOOKS

It's All too Much

Enough Already! Clearing Mental Clutter to Become the Best You

### DAVID ALLEN

Getting Things Done; The Art of Stress-Free Productivity

### JUDI CULBERTSON & MARJ DECKER

Scaling Down; Living Large in a smaller space

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## FROM THE DESK OF ELIZABETH FUCHS

Yes, I am still busy and full of new ideas, and no, you did not miss my fall newsletter. As many of you know, in your lives and in mine, life happens and I was not able to write you in the fall. Thanks to all of your referrals, new clients and a family situation, time just got away from me.

2009 was an interesting year and a growing year for my business. There were also many changes to the networking groups in which I participate. It was a learning experience for me as I gained new friends and business partners.

I know 2010 will be a great year for you, your family and your businesses. The New Year will bring to my business new projects, new clients and past clients who just need a little maintenance or adjustments in their homes or offices.

I hope 2010 will bring you all peace and order in your lives!



## GREAT ORGANIZING DEALS AT STORES

### Target Stores

The stores have great deals on organizing bins and storage items for your home and office.

### OfficeMax

If you need office items for the New Year, this is a great place to get them. Calendars, desk accessories, filing systems.

### Container Store

If you are looking for a specific size or a unique item or a really cool organizing gadget, visit the stores in Oak Brook, Schaumburg or Chicago and be amazed!

## PRESENTATION TOPICS

Organizing topics Beth can speak on:

- Every room in the house to organize
- Paper management and filing systems
- Time management
- Unpacking for moves
- Specific age groups: teenagers, toddlers, seniors

**Contact Beth if your organization is looking for a speaker for upcoming meetings.**

## BETH'S 2010 ORGANIZING PRESENTATIONS:

**February 3<sup>rd</sup>:** Darien Women's Club

**February 17<sup>th</sup>:** McDonald's Corporation, Working Mothers' Council

**March 9<sup>th</sup>:** International Association of Administrative Professionals (IAAP)

**MORE PRESENTATIONS TO COME!**



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**REMEMBER:**

**AN ORGANIZED HOME IS A  
PEACEFUL HOME!**