



August 2011 Facebook Tips

Magically Organized is proud to present...

All of August's tips in one place—

Use it as a checklist to get you, your life and your home more organized.

1st - Balance your checkbook (whether it's a paper one or electronic) at least once/month. Doing this will help you to have a better handle on your finances and to be less likely to "bounce" any payments.

2nd - If you're planning a road trip, be sure to bring plenty of drinks for the ride. It will save you the expense along the way. Of course, you'll need bathroom breaks though.

3rd - When you're planning a vacation, be sure to make a check list of items you want to bring and things you need to do before you leave. A couple of things you may want to do before you leave are to empty trash cans, put your mail on hold, and adjust the temperature of your house. Most of all, don't sweat it if you forget to bring something, more than likely you can buy it when you get there if need be.

4th - Take inventory now of the leftover school supplies before you go shopping for new ones. It will help your budget and free up some space.

5th - If you have a task that needs to get done, but you don't really feel like doing it, set a timer for 15 minutes and see how much you can get done. You'll be amazed at how much you can accomplish in 15 minutes and it may motivate you to finish the task.

6th - No tip posted.

7th - No tip posted.

8th - Today's tip comes from Benjamin Franklin -- "For every minute spent in organizing, an hour is earned." I couldn't agree with him more. You might think to yourself, I don't have time to get organized, but more time is what you will have after you spend time getting organized.

9th - Keeping control of your stuff also means controlling your impulse to buy. Acquiring control is a key to keeping your possessions in check. One way to help control the urge to buy is to write a list of the items you **NEED** and only buy those items while you are at the store. This will help you to disregard the "great deal" and other fun things you see along the way.

10th - When you are trying to rid yourself of clutter, but are having trouble discarding, ask yourself why you are keeping it. If you think you "might need it someday," consider how long you've had it and didn't "need it someday."

11th - If you don't have time to open all of your mail the instant it appears, at the very least, pull out the bills and put them in your "bill paying" work spot so that they don't get overlooked.

12th - When is the last time you really looked closely at some of your bills? Be sure to check your bills to make sure they are accurate...especially credit card statements, cell phone bills, and bank statements.

13th - No tip posted.

14th - No tip posted.

15th - It's school time!!! Be sure to go through each of your children's school clothes to check for size, style and appearance. If they are just too small or no longer your kids' favorites, donate them to your local favorite charity. If they are in disrepair, trash them or use for rags. Then check the local sale flyers to see what deals you can get to restock their wardrobe.

16th - When you start to sort and organize, trust your gut. Don't waste any time wondering if you are doing it right, where you should start, what people think, etc. Just get started and be proud of yourself that you did.

17th - When you receive bus notifications and schedules from school for the new year, be sure to read them through, don't assume that it's the same as prior years. It's better to be safe than sorry.

18th - Don't sit and doubt, get up and do!

19th - When sorting through the laundry, have the kids sort and match the socks. It will save you time and give them responsibility.

20th - No tip posted.

21st - No tip posted.

22nd - If your kids were assigned summer reading or other work, be sure to block out time in your remaining summer schedule to get it accomplished with less stress.

23rd - As you get ready for the next school year, don't overbook your kids.

Participation in extracurricular activities is important, but don't overdo it.

24th - Don't hate me when I ask you this, but are you ready for winter? Check now to make sure you will have the supplies that you need -- shovels, ice melt, and get your snow blower serviced now (if you have one) to insure that it is ready when the time comes.

25th - "If you're feeling anxious about discarding something, you can ask yourself, 'If I were to discard this, what's the worst that could happen?'... 'And what would be so bad about that?'... This is an important first step toward changing your thinking and your actions." -- Buried in Treasures by Tolin, Frost & Steketee

26th - In NJ, we are preparing for a hurricane. It made me think to post this tip today... Be prepared. Some items to be sure to have are a week's worth of medications, water, extra batteries, flashlights, a battery operated radio and non-perishable foods. Check out this website for even more items to include.

<http://www.nhc.noaa.gov/>

27th - No tip posted.

28th - No tip posted.

29th - No tip posted.

30th - Keep all of your To-Do's in one place...or at the most two places--One list for "work" to-do's and one list for "house/family" to-do's. This will simplify your efforts. Also, they can be posted on a prominent place, say on the fridge, for quick access when you have 15-30 minutes available to get something extra done

31st - Use a small basket next to the sofa or a drawer in a coffee table or end table to gather all of the remote controls. At the day's end, be sure they all go back to this spot so that they are easily found when needed the next day.