Magically Organized, LLC

December 2011 Facebook Tips

Magically Organized is proud to present…
All of December's tips in one place—
Use it as a checklist to get you, your life and your home more organized.
Share this list with family & friends!

1st – The morning can be such a hectic time. One way to help alleviate some of the pressure is to make lunches the morning before. Also, if your kids will go for it, make the same sandwich for everyone and allow them to pick their snack. So, maybe Monday - Peanut butter & Jelly, Tuesday - Ham & Cheese, etc.
2nd - As soon as your kids come in the door from school, take a few minutes to go through their backpack to see what items you may need to sign and/or return. That way you're done your "homework" right away.
3rd – Weekend, no tip posted.
4th – Weekend, no tip posted.
5th - At this festive time of year you never know who might stop by. Keep quick snacks and drinks on hand just in case. Some items you might want to have are - cheese, crackers, pepperoni, olives, pickles, carrot and celery sticks, ranch dressing some sodas, wine and beer. (Adapted from Martha Stewart's Living Magazine.)

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6th - When purchasing gifts, be sure to get a gift receipt. It will allow your recipient to exchange it without any embarrassment and without you wasting time doing a return trip.

7th - When you are struggling with the decision as to whether or not to get rid of (aka, trash/donate) any of your possessions, consider this from Peter Walsh's "It's All Too Much" -- "You only have one life to live. How you live that life is your choice. As far as I know, no one has ever had 'I wish I had bought more stuff' inscribed on their tombstone." Don't choose stuff over your family, yourself, or your life!

8th - This tip might seem a bit counter-productive, but it will save you some cash! Even after you've purchased your holiday gifts, continue to keep an eye on the sale ads. If the price goes down at the same store where you purchased it, go back in and get an adjustment (refund) of the difference. If you bought at Wal-Mart and the item becomes cheaper at another location, go into Wal-Mart, they'll give you a store credit for the difference. Finally, if it gets cheaper somewhere else, you can return it from where you originally bought it and get it at the other store. Just be sure to include the extra running around on your regular errand day/night.

9th - Keep a hamper in every room, or at the very least, every bathroom. This will help to keep dirty clothes off the floor and in the right receptacle. Then, make it the responsibility of each person to bring down their laundry either when it is full or on a specific day of the week.

10th – Weekend, no tip posted.

11th – Weekend, no tip posted.

12th - Sort and review your mail as soon as you remove it from the mail box. Don't set it in a pile to look at later. Place the bills to be paid in your "to be paid" file, the trash in the trash, items that need to be shredded through the shredder, recycling in the recycling container. You may think you just don't have the time, but it will only take you a few minutes whereas the pile that builds by the end of the week will take you an hour to get through.

13th - Procrastination can be a big reason for things getting out of control. If something will truly take you 15 minutes or less, why are you putting it off? As Nike says, "Just Do It!"

14th - Don't let the holidays stress you out. If you have a million thoughts and to-do's running around in your head, put it down on paper or in your handheld. Just getting it out of your mind and written down will help it to seem less daunting.

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15th - Take the time to double-check your pantry/refrigerator now so that you are not running out at the last minute. It will take some time out of your schedule to make the list and to do the shopping, but it's better than paying $5 for a half pound of butter at the convenience store on Christmas Eve.

16th - Don't forget the people that serve you all through the year when you're making your Hanukkah/Christmas list. Some of those people might be -- mail delivery person, hair stylist, trash person, door man, etc. It doesn't have to be something extravagant; it's the thought that counts.

17th – Weekend, no tip posted.

18th – Weekend, no tip posted.

19th - Whenever you start an organizing project, consider playing some music while you work. It will help you to stay on task and to get more accomplished. Stay away from having the TV on as it can totally distract you from your project at hand.

20th - Help your children to be more organized with their school work by "keeping them honest." This doesn't mean not to trust them, it simply means to check in with them, at the very least, on Monday and Wednesday of each week regarding their projects and tests that are scheduled and/or coming up. It will help them to stay on task and help you to stay in the loop. Of course, for the younger ones, you'll need to check in and probably help on a daily basis.

21st - Christmas is less than a week away, but don't panic, just enlist some help! Ask your kids to help you wrap it may not be perfect, but family will get a kick out of it and it will teach your kids responsibility. Buy the pies instead of baking them, it won't be the end of the world and it'll save you a ton of time. Give yourself a break, the holidays aren't about perfection!

22nd - Today's tip comes from one of my favorite books "Buried in Treasures" by Tolin, Frost & Steketee..."To be successful at sticking to a schedule, you will have to face a difficult fact: there will be many, many times when it seems to you that you are too tired, too upset, too busy, or too uninterested to stick to your schedule...You must develop the strength to work despite (these road blocks)."

23rd - When you are rushing and worrying and trying to "get it all done," take a moment and remember what this season is all about. Take a moment to give thanks for all of your blessings. (Sorry if I sound preachy, I don't mean to.) Enjoy your time, family and friends and whatever "to-do's" don't get checked off, certainly won't be missed.

24th – Weekend, no tip posted.

25th – Merry Christmas!

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26th - If you're going to the stores to do returns or to buy items with gift cards, be sure to have any necessary receipts and ads with you so that you get the most bang for your buck and so that you don't have to make another trip back to the store.
27th - Every morning, take 5 minutes to organize your mind for the day. You can do this by taking a few minutes to pray and give thanks (if your beliefs lead you to this route) or you can meditate, do yoga or even simple stretching. Any of these will help to settle your mind in for the day. It's amazing what 5 minutes of pause, first thing in the morning, can do.
28th - If you are in need of storage containers, now is the time to get them. Most stores have them on sale sometime between now and the new year. However, don't buy them just to get them, only purchase them if you really need to.
29th - It's almost year end. Take a few minutes and go room to room and put together as many bags full of donations that you can. Then be sure to drop it off or have it picked up by your favorite charity before December 31st to get one final write-off for 2011.
30th - If you live in the NE of the US, you have been given a really mild week and a very mild winter so far. Why not take advantage of it and clean out your garage this weekend and get that car inside before the winter amps up?! Plus, it will be a great way to start off the new year.
31st – Weekend, no tip posted.

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