



## January 2012 Facebook Tips



*Magically Organized is proud to present...  
All of January's tips in one place.*

*January is a time of fresh starts and resolutions. Use this lists as a checklist to get you, your life and your home more organized and on track for 2012!*

*Feel free to share this list with family & friends.*

1<sup>st</sup> - Happy New Year!

2<sup>nd</sup> - Help to keep your mail organized and under control by investing in a good shredder. As credit card offers and other unnecessary, but sensitive information enters your house be sure to shred it. Don't put it in a pile to shred later, shred it then and there. If you let it pile up, it will become a large task, if you do it every day as the items appear, it will only take you a minute to shred.

3<sup>rd</sup> - Don't put too much pressure on yourself when setting resolutions. For example, if you're resolving to be more organized in 2012, start off by doing 15 minutes of organizing per week. A fair and reasonable resolution.

4<sup>th</sup> - It's time to do it again, isn't it? It's time to clean out the junk drawer(s). Simply dump it out, remove the trash, sort through what needs to go elsewhere and what should remain in the drawer, use simple dividers like empty checkbook or jewelry boxes to divide up the drawer, replace the items that should go in the drawer back in and return the other items to their proper home.

5<sup>th</sup> - Consider this statement from Peter Walsh's "It's All Too Much" when you don't know what to keep and what to get rid of..."We hold on to a lot of our stuff 'just in case we might need it one day' and we spend hours preoccupied with this unknown future for which we need to prepare." "Clutter stops us from living in the present." Wouldn't you rather live in the now, not the past or what might be?

6<sup>th</sup> - Does everyone dump their stuff (backpacks, sports equipment, shoes, etc.) as they walk in the door? I'm sure they do, it's seems to be a phenomenon in every house. If you have the space, consider adding hooks to the wall (2 for each family member) and a bench with storage underneath right at the entryway you use most. It will allow every family member to put their stuff in place right where they need it (going in and out).

7<sup>th</sup> - Weekend, no tip posted.

8<sup>th</sup> - Weekend, no tip posted.

9<sup>th</sup> - This time of year, it can become overwhelming with the tremendous amount of material that needs to be shred (e.g., old tax returns, documents from your end of year file clean out, etc.). Just commit to shredding for 3-5 minutes each day and you will get through the pile before you know it. Or, if it's just too much, you can have it shredded at your local Staples or OfficeMax.

10<sup>th</sup> - If you live in a part of the world that gets snow, be sure to organize your supplies to deal with the weather. Designate one place to keep the shovels, snow melt, snow blower, fuel, etc., so that there is no frantic searching when you need it. You should also consider keeping supplies in your car like sand, a blanket, reflectors, and extra water.

11<sup>th</sup> - I heard this on GMA and felt it was perfectly suited for my tips..."No is a complete sentence." Keep this in mind when you are overbooking yourself, you have the power to say "no" with no further explanation required. Many of us have a problem saying this short word and it ends up getting us overbooked, exhausted and running around aimlessly simply because we couldn't get ourselves to say "no." Practice: "no" "NO!" "No."

12<sup>th</sup> - Great tip from a mom at MOPS of Holy Eucharist...use your phone to store all of your store reward cards. You will no longer need to carry around every card for every store! Just download the app called "Key Ring" and follow the easy directions. It is available for iPhone and Blackberry. It may be available for others as well -- if you have it for your Droid or other device, let us know! I found it on my BlackBerry yesterday and LOVE IT!!

13<sup>th</sup> - Everything you own should have a "home" in your home. However, don't hesitate to change those "homes" to match up with your life changes. For example, you may keep all cleaning products stored up high when your children are young, but you might want to move them to a more accessible place once your children are grown.

14<sup>th</sup> - Weekend, no tip posted.

15<sup>th</sup> - Weekend, no tip posted.

16<sup>th</sup> - Happy Martin Luther King Day! Thank you Mr. King for everything you did and for your legacy.

17<sup>th</sup> - Holding onto items from your past can keep you in the past. This is fine as long as that is where you want to stay. If you are ready to move onto another part of your life, consider letting go of some of the items that seem to be holding you back. It's fine to enjoy your memories and your past, as long as they don't control you.

18<sup>th</sup> - From Barbara Hemphill's "Taming the Paper Tiger at Home, "If you've been shuffling the same piles of paper for months, or even years, it will take time to change, and it can be frightening. Accept this as a 'normal' reaction, not an indication that you are doing something wrong." I love this! It is so true. It applies to all of your stuff too, not just paper. Don't let the fear of doing something different or wrong, hold you back. There is no wrong way to organize. The way that fits your style is right.

19<sup>th</sup> - If you want to get organized, but don't know where to start, consider this...What area/room/closet/drawer is driving you the most crazy? This is the place that you need to start. If possible, start with a small space (pantry, closet, small bedroom) not a large one (basement, garage, kitchen). The small area getting completed will give you the motivation to move on to the larger area. Give it a shot!

20<sup>th</sup> - When was the last time you used your china? What are you waiting for? Life is too short...use it for dinner tonight. Who says you can't put pizza on china? While you are at it, thin out the items you never use and send them off to family, friends or donation.

21<sup>st</sup> - Weekend, no tip posted.

22<sup>nd</sup> - Weekend, no tip posted.

23<sup>rd</sup> - When was the last time you cleaned out your plastic storage containers? Empty the entire cabinet(s) or drawer(s) where you store them. Match up each container with its corresponding lid. If it doesn't have a lid, trash it. If it has white residue, trash it, this means plastics could be leaching into your food. Then, put all of the lids, by size, in one of the largest containers so that they aren't falling all over the place. And finally, stack the containers by size nested inside one another. Let me know how you make out and any difficulties you came across.

24<sup>th</sup> - Yesterday we took care of cleaning out the plastic storage containers. Today, let's take care of your pots and pans. Pull all of them out of the area you store them in. If any non-stick pans have scratches, trash them. If are rusting, again, trash them. No matching lid, trash it. Consider how many you have of each item that remains and determine how many you really need. If you have extras or ones that you just never use (they are too small, too big, too whatever) consider donating them. Then replace remaining ones into your storage area, nesting one inside of the other and by type. Stack or stand the lids depending on your situation.

25<sup>th</sup> - Today's tip, complements of a fan...to keep your bedroom looking more together/organized, be sure to make your bed every day. Make it as soon as you are out of it.

26<sup>th</sup> - If your magazines are getting out of control, take these steps. First, any that are over 6 months old, purge them (recycle, donate, etc.). Let's face it, the material is probably out-of-date, out of season, etc. Further, the pressure of trying to keep up with all of that reading material is more pain than pleasure. Whatever ones are remaining should be placed in locations where you are likely to remember them and get through them little by little (the bathroom, in your briefcase, in your lunch bag, in your car, in your night table). You'll be amazed how much reading you can catch up on just by using small snip-its of time while waiting at a doctor, at a kids' practice, etc.

27<sup>th</sup> - Is there something you absolutely hate doing that you need to do today? Do it first thing and get it over with! Procrastination only makes it worse. It will occupy your every thought and ruin your day. And...if you let it go long enough, it could ruin your weekend. Just get it done and be proud that you did.

28<sup>th</sup> - Weekend, no tip posted.

29<sup>th</sup> - Weekend, no tip posted.

30<sup>th</sup> - When you are traveling (whether it's by train, plane, ship, car), be sure to bring a bunch of your magazines and catalogs that you haven't had the time to look at with you. This way, you can simply trash/recycle them as your trip goes along. You'll catch

up on some reading and you'll lighten your load as the trip progresses. If you happen to find something that you want to save from the magazine, don't save the entire thing, just rip out the page(s) that are of importance.

31<sup>st</sup> - Consider why you are holding onto something. Is it because it represents something you used to be or value? Does it still fit with who you are? Does it help you to achieve your dreams? Does it make you feel good or guilty? After you've honestly answered these questions, it will be easier to decide what to keep and what to let go.