



February

- ✓ Do you feel hopeless about your clutter? "...begin dealing with your 'hopeless' clutter...you will soon discover that it isn't."-- Cindy Glovinsky, M.S.W., A.C.S.W. in "Making Peace with the Things in Your Life"
- ✓ Sometimes it is easier to let go of physical clutter than it is to let go of mental clutter. Both are rewarding to let go of. Which do you find easier or more rewarding?
- ✓ If you or a loved one is on multiple medications, it's imperative to have them organized. You can do this by making a spreadsheet that includes such things as the name of the medication, what it's for, how often it's taken and in what dosage.
- ✓ A great tip from "Age in Place" by Lynda G. Shrager-- "No matter what shape your parent is in, from highly independent to fairly debilitated, creating a place in the home where pertinent information is contained and easily accessible" is key to success.
- ✓ Don't forget to check unexpected places for hidden treasure as you are purging items. Some key places to look, especially if helping an older person clear the clutter, are inside books, shoes, and under mattresses. Of course, always check pockets and inside purses and wallets before sending them off for donation.
- ✓ When is the last time you cleared out your jewelry? Take any unwanted, broken gold and silver to a reputable buyer. You may be shocked by how much money you receive. Also, remove any other unwanted items and either sell it or donate it. Finally, organize what's remaining by type or finish.
- ✓ If you live in the northeast, give yourself a little extra time to travel today. Your plans for the morning can be slightly adjusted to allow for safe travel. Hopefully, anything on your to-do list for this morning can be adjusted.
- ✓ When you're wondering why you have difficulty with your things, consider how your current situation affects what you do with your things, your personal brain chemistry and how the people in your life (past and present) influences what you do with your things-- summarized from Cindy Glovinsky's "Making Peace with the Things in Your Life"
- ✓ Organize your SPAM folder. What? That's right, even your SPAM folder needs to be checked and cleaned out occasionally. You might be surprised what's in there. Once in a while, important messages will end up there unexpectedly. So at least make a brief review of what is there before you "delete all"
- ✓ Insufficiently resolved grief is one of the primary reasons people hang on to excess Things. Recognizing what objects are related to grief is the hardest part of taking inventory, and acting on your discoveries is even harder."--Cindy Glovinsky in "Making Peace with the Things in Your Life"
- ✓ Hold back from buying stuff just because it's on sale or a good deal. If you don't need it, it doesn't matter that it's on sale.

- ✓ If you have so much stuff that your garage, basement, attic, and/or shed, are full, it's time to purge. If even one of those spaces can no longer function as its intended purpose (garage to park car, basement to store holiday decorations, etc.) then it's time to purge. Start small with items that are clearly trash and purge them. Then take a moment to glance around and quickly put together a bag or two of donations. Doing these two things, little by little, will eventually clear the space. You may even be motivated to continue onto another area!
- ✓ Be sure your health records are in order in case you or a family member needs to access them quickly. An easy way to file them is in date order with each family member having their own file. Of course, if there is important medical history or phone numbers, they could have their own section within the file/folder of the person they relate to.
- ✓ With all the brine and salts being used this season, be sure to make time to get your car washed. Consider going to a carwash rather than doing it yourself so you can have them do the undercarriage as well.
- ✓ I open, sort, recycle and shred right as I'm bringing in the mail. What's your tip for keeping up with the paper?
- ✓ If you find it hard to stay on task while trying to organizing, you are not alone. This is where a second person comes in handy...whether it is a trusted, nonjudgmental friend or family member or a professional organizer, they will help to keep you focused. A professional organizer works very much like a cheerleader, trainer and buddy while helping you to achieve your dreams of having an easier more organized life. So, if you find organizing on your own is not the best avenue for you, consider having the assistance of a good friend or a professional.
- ✓ Something I hear often is "I just don't have the time to get organized." The truth of the matter is that once you get organized you'll have more time. So, take time out, even if it's only 15 minutes a day to get your home organized and the time will come back to you over and over again.
- ✓ Spring is just around the corner, can you believe it?! Don't let the pressure get to you when you are trying to complete your spring cleaning. First of all, who says you have to do spring cleaning? However, if you like to get spring cleaning done to feel like you are off to a fresh start, organize your time to take on the challenge. Spread out the chores over several weeks and enlist the family so that it gets done with relative ease. Be sure to make a checklist of items you want to accomplish, who is responsible for them and the date that you want them completed by. Then just check them off as they get done. Celebrate by having a picnic (either indoors or outdoors) when everything is complete!
- ✓ Whether you are organizing on your own, with family or friends, or with an organizer, be sure to commit. You have to commit to the process or you will not be happy with the results or you may never even begin.
- ✓ When organizing your time, be sure to leave padding in between appointments, meetings, and other obligations. This will help you to be on time even if you hit unexpected traffic, receive an unexpected visitor or get a phone call that delays you. Better yet, you won't feel rushed or stressed and may even get an extra minute for yourself.