



Time to organize your magazines articles

Tools to have on hand:

- Manila and hanging folders
- Item to store your articles in – banker box, accordion file folder, or filing cabinet
- Magazine holders
- Sharpie Markers
- Bag for recycling
- Envelope for articles that you are mailing/giving to friends

Ok, it's that dreadful time that you have been promising yourself for years that you are going to organize your articles that you have been saving for years.

Set aside a day to tackle this project and schedule it into your planner/electronic organizer.

How much are you ok with keeping and archiving? Are you taking 5 folders and wanting to narrow them down into one? Or are you taking 5 banker boxes and trying to get them into one box?

Ask yourself what categories still interest you? Just because you have been collecting gardening tips for 2 decades doesn't mean you still have to keep them because now you have downsized into a condo without a garden.

Make sure to have manila and hanging folders on hand. This is a great way to break down your categories into smaller, more manageable segments. For example, you can break the household folder into cleaning ideas, decorating, remodeling, painting, handyman, and resources.

If you are adamant about giving articles to a family member or friends, make sure they still want them. Ask them about it and give them an idea of how many articles you have.

If you collected articles surrounding a special historical time, reach out to a museum and see if they would be interested in receiving them. Again they probably would like an idea of how big your collection is.

Do you have any special historical information relating to your family heritage? Maybe write a story to accompany the article so the next generation knows more about the event and the importance of it.

Archiving your magazines – how much are you storing? 1 year's worth or 2 year's worth? Ask yourself to see how much have you really accessed these articles in the past. I know some of my clients have moved to getting magazine subscriptions online.

Once you've gone through this large project, you might be a little more selective the next time to go to grab an article to read and keep, right?

Bring the magazines that you do not want to a senior's apartment, doctor's office or drop them off at a local elementary school for the art teacher. Just be sure to call ahead and see if they are interested in receiving them.

Here are a few interesting articles on the subject:

<http://www.home-storage-solutions-101.com/organizing-magazines.html>

<http://www.hgtv.com/design/decorating/clean-and-organize/organizing-books-and-magazines>

Upcoming Events

March 7 at 7:30pm hosted by Eastern Oakland County CHADD (Children and Adults with ADD) Way Elementary School in Bloomfield Hills. Contact Fran Parker at 248-988-6716 to register. I will be giving some general organizing tips.

Your local professional organizer,
Betty Huotari

P.S. If you would like to share this email with a friend, please pass it along and if they would like to be added to my list, have them send me an email. If you would like to unsubscribe to the monthly news-letter, please send an email to betty@logicalplacement.com.

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