

Lose 20 lbs of Clutter

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Why Get Organized?

- ▶ Ask yourself:
 - Is disorganization costing me money?
 - Is disorganization stressing me out?
 - Why haven't I gotten organized yet?

Statistics

- ▶ Cleaning professionals say that getting rid of excess clutter would eliminate **40%** of the housework.
- ▶ “Crisis” purchases related to disorganization could cost as much as **15–20%** of your annual budget.
- ▶ The University of Michigan completed a study in March of 2001...kids who came from organized and clean homes made **15–20%** more.

Is disorganization costing me money?

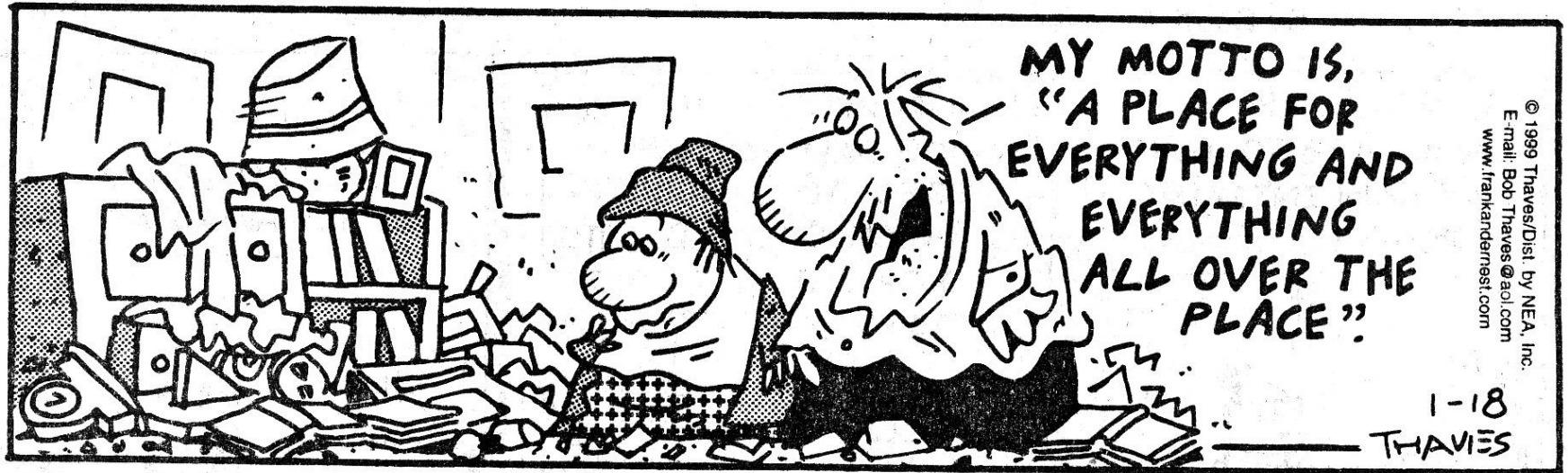
- ▶ Have you ever said, “If I owned a bigger place, I wouldn’t have a problem with clutter”?
 - What happens when you move?

Why haven't I gotten organized yet?

- ▶ Here are some **common beliefs**:
 - I don't have time or know where to start!
 - I need special tools for this
 - I can't stay focused long enough
 - It's too overwhelming—my emotions get the best of me
- ▶ Yes, these beliefs can be changed!

What is your motto?

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OK, I'm Ready—Tell Me How!

1. Change your beliefs
2. Change your habits
3. Add new systems

1. Change Your Beliefs

- ▶ “I don’t have time to get organized!”
 - If this is true, you’re making it too complicated.
 - Start small. Still too much? Go smaller!
 - Five minutes every day
- ▶ Do you have time to be **dis**organized?

1. Change Your Beliefs

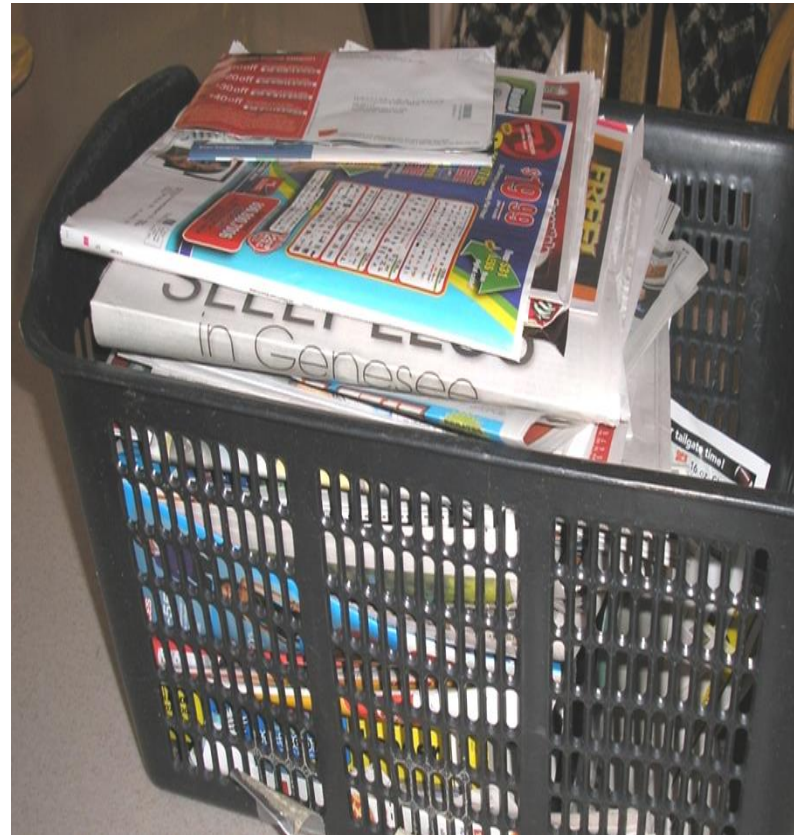
Our Daily Mail

=

Mom's Monthly Mail

=

Grandma's Yearly Mail!



1. Change Your Beliefs

- ▶ “I don’t know where to start.”
 - Anywhere is fine! Options include:
 - What’s bothering you most
 - A project that’s holding up other projects
 - Something time sensitive
 - Something that will save or earn you money
 - Before you dive in, prioritize!

1. Change Your Beliefs

- ▶ “I need special tools or supplies.”
 - Not like TV
 - Can be done with affordable containers or ones you already have
 - Get ideas from books, magazines, and websites

1. Change Your Beliefs

- ▶ “It’s too boring/I can’t stay focused.”
 - Make it fun with music, a friend, and your favorite beverage
 - Play “Beat the Clock”
 - Promise yourself a reward
 - If you really can’t focus (e.g. AD/HD), get someone to be your “anchor”

1. Change Your Beliefs

- ▶ “It’s too emotional and overwhelming.”
 - Aim for “organized enough”
 - Be realistic about how long it will take
 - Guilt is not a helpful motivator
 - Let a professional help you:
 - Professional organizer
 - Coach
 - Counselor or therapist

2. Change Your Habits

▶ Prioritize!

- First, organize your thoughts
- Look at contingencies– domino effect
- Not just belongings: time commitments too
- Schedule it like an appointment

2. Change Your Habits

▶ Purchase with a plan.

- Plan and measure before you buy containers
- Function first: Pretty is nice, but will it work?
- Save time and money every time you shop by making a list and sticking to it

2. Change Your Habits

- ▶ ... but not too drastically!
- Build on what works
- Change one habit or system at a time
- Give it time to sink in—for yourself and your family
- If it still doesn't work or stops working, change again

“This used to be a spare room.”



“I know my computer is in here.”



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2. Change Your Habits

▶ Plan to maintain.

- Once you “get organized,” you won’t “stay organized” unless you can “live organized”
- No system will work if you don’t use it
- Do “constant organizing”*

*Judith Kolberg and Kathleen Nadeau in *ADD-Friendly Ways to Organize Your Life*

Add New Systems

▶ A bill-payment center. RRRIPP (Porter Knight):

- Refuse – Not obligated
- Refer – Send it along immediately
- Recycle – Do you have a clear need?
- Identify – What action do I have to take?
- Put Away – File it
- Post – Schedule time to deal with it

To help you file:



3. Add New Systems

- ▶ A file box or cabinet.
 - If you don't do this, what will happen?

3. Add New Systems

- ▶ When we say “Use vertical space,” this is not what we mean.



But speaking
of that ...

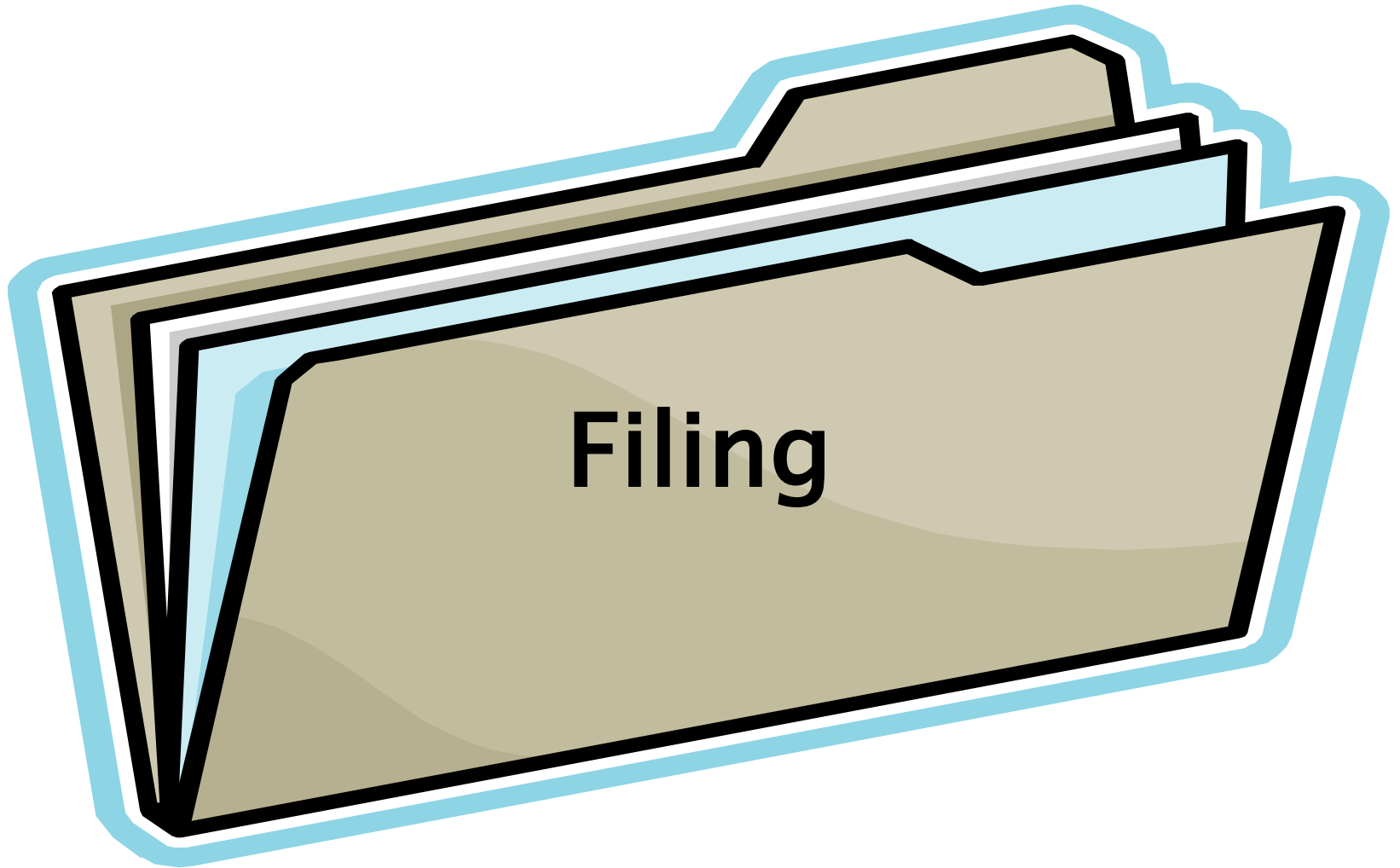
3. Add New Systems

- ▶ Take a new perspective on space.
 - Create homes
 - Go up (use vertical space)
 - Use containers
 - Balance safety, convenience, and aesthetics

Basement – drop and run



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Filing

Alphabetical – most common method clients use and perfect for items identified by name.

Categories – concepts can all be identified by a subject

Good Filing Practices

- ▶ Invest in a good filing cabinet
- ▶ Use hanging and manila folders
- ▶ If your folders are too thick, break them down



Good Filing Practices

- ▶ Go through your filing cabinets annually
- ▶ Color folders or tabs are sometimes helpful
- ▶ Use stickers to help identify what folders you need to bring to the tax man
- ▶ Create a “master file folder” list

Remember 80/20 Rule for Filing



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Recycle/Shred 5 lbs of paper

- ▶ Ask yourself why are you keeping it?
- ▶ Do you need it for tax reasons?
- ▶ Do you have a medical condition?
- ▶ Are you involved in a lawsuit?
- ▶ Are you planning on selling your home?
- ▶ How much sentimental paperwork do you want to keep moving with you?

Filing boxes



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File Organizers



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Like



Don't Like





Organizing Your Kitchen

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Making Decisions:

RHYMES WITH ORANGE By Hilary B. Price



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Organizing Your Kitchen

- ▶ Keep items you use and organize for convenience
- ▶ Place items that you haven't used in 6 months into a box and label the box. Then place the box into the basement/garage/ laundry room. If you have gone to the box to remove the item, then it can be brought back into the kitchen.
- ▶ Take inventory of all cooking ware – pots/pans/cookie sheets
- ▶ Match your lids with bottoms and recycle the misfits
- ▶ Limit the number of casserole and plastic dishes. dishes



“If you don’t know where something belongs, it belongs in this drawer.”

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Organizing Your Kitchen

When storing items, make sure it is clearly labeled. If you are investing into Tupperware, don't buy everything at once.

Use dividers in the drawers to separate utensils.

Beside the phone, place a message pad and writing utensils so your family members can take proper messages.

Pull out Shelves



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Suggestions on Spices



Suggestions on Spices

- ▶ Baskets separated by categories, such as these spices I use mainly for everyday, baking etc...
- ▶ Label tops or use sharpie markers



Organizing Your Kitchen

Create zones in your kitchen:

Cooking zone

Preparation zone

Create zones in your cupboards – placing all the pasta together, all soups together etc...

Eliminate 10 lbs in the kitchen

- ▶ How much is enough?
- ▶ “I never liked this set any way!”
- ▶ “I don’t entertain like my parents did.”
- ▶ “I bought this from QVC and have never opened the box.”
- ▶ “It was such a great price, I bought 2!”

Glassware

- ▶ Glassware – Over the years has your glassware expanded? Do you have too many coffee mugs? Too many souvenir cups?
- ▶ Remove all the glassware and place them into categories; tall glasses together, juice glasses together, etc.
- ▶ Decide on a good number to keep.
- ▶ Put the drinking glasses close to the plates because when you set the table, you need access to both items. (also think about dishwasher)

Organizing Your Cupboards

- ▶ Ask yourself how often you use the item? That will dictate where you should place it in your cupboard
- ▶ Things seldomly used can be placed in less handy areas – deep cupboards
- ▶ When you are setting the table, how many cupboards do you have to open?

For Special Occasions

- ▶ Keep items that you use for special occasions in an area of your basement/garage/closet on a shelving unit
- ▶ These items would include seasonal dishes and decorations, serving platters, extra stemware, extra utensils, napkins/paper products, cookware (turkey platter)
- ▶ The key is to keep everything in one place therefore you are creating a “special occasional zone”



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Creating Zones in Your Refrigerator

Put all your items into categories:

Salad dressing

Condiments

Sauces

Lunch meat with cheese

Eggs with bacon/sausages

Vegetables in one drawer and fruit in the other

Keeping Track

- ▶ Keep a small notebook handy so family members can add to the shopping list
- ▶ Create an electronic shopping list
- ▶ If there is a particular item that you don't want to run out of, create an overflow in a closet or cupboard or shelf and check your inventory status before you go shopping

**INSTEAD OF
CLEANING
HOUSE
I JUST WATCH
AN EPISODE OF
HOARDERS AND
THINK **Wow** MY
HOUSE LOOKS
GREAT!!**



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Helpful ways to organize your bedroom

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Isn't this the dream?



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“I have nothing to wear.”



Do you really want to be reminded that you were once a size 0?

“It is so easy to get dressed in the mornings.”



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Organizing Your Bedroom:

First get 4 boxes:

Garbage – Throw things away unless you have a clear need for them.

Remove - Ask yourself are there any items that do not belong? If so then remove them.

Donate – Donate to your favorite charity or sell at a consignment store?

Clothes to Keep – You are determined to fit into your clothes, but the majority of clothes that don't fit, should be placed elsewhere.

Organizing Your Bedroom

- ▶ Make your bed daily
- ▶ Use the space under the bed for extra storage
- ▶ When assigning a home in your dressers, use the appropriate size. For example use shallow drawers for small items
- ▶ Try to put one category of items in drawers and do not overstuff them

Simplifying the Closet



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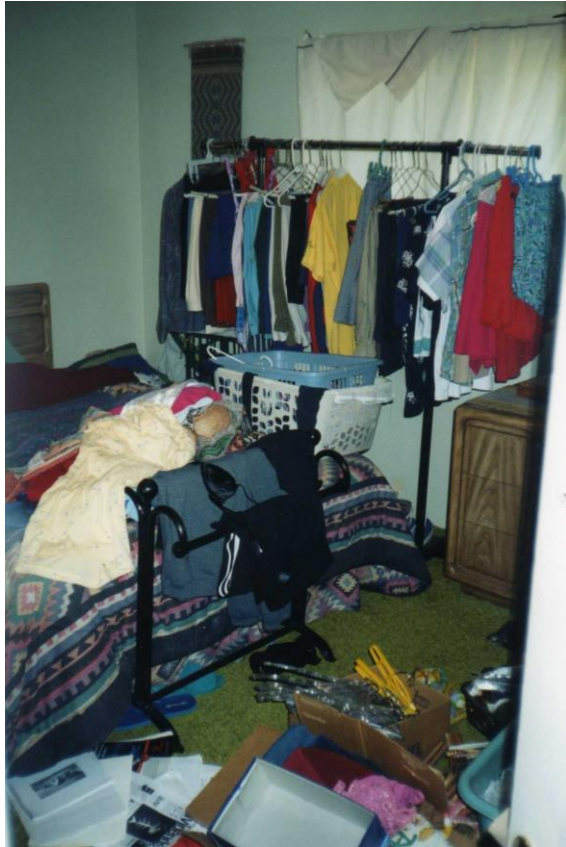
Organizing Your Closet

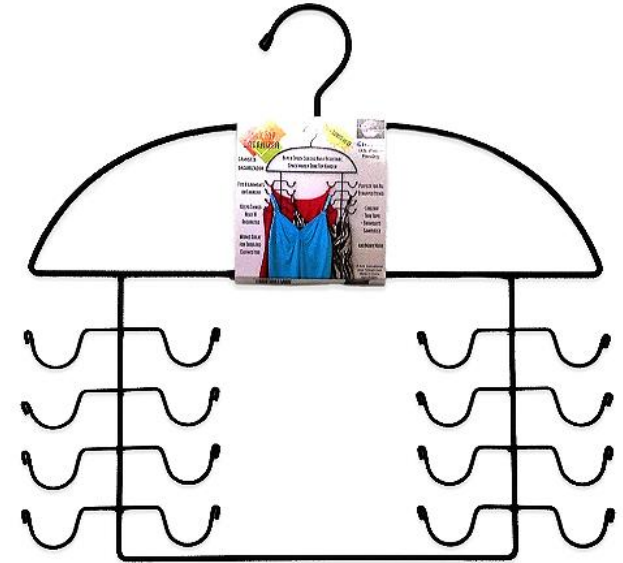
- ▶ Always have extra hangers in the closet
- ▶ It is a good idea to split your suit
- ▶ Arrange clothes into categories
- ▶ Buy hangers that you can hang multiples on
- ▶ Use a pegboard to display accessories

Donate/Consign 5-10 lbs of clothing

- ▶ Have you not worn in 2-3 years?
- ▶ Is it still in style?
- ▶ This needs to be mended
- ▶ “I got this on clearance!”
- ▶ “If I only lost 20lbs, I could squeeze back into it.”
- ▶ “It’s a little faded and we are going to a dark bar.”
- ▶ “It’s got a little stain, can you see it?”
- ▶ “I loved it so much that I bought it in 5 colors!”

How are my clothes multiplying?





Organizing Your Closet

Buy tie and belt organizers.

Shoe racks are a great investment.

If you have a lot of shoes, clearly label the shoebox or take a picture of the shoes and tape it to the outside of the box.

Get rid of shoes that hurt your feet.

Ideas for Belt Organizers



My feet hurt!



Ideas organizing your jewelry



Tips to Stay Organized

Spend 15 minutes each day to clean up and organize.

Create a to-do list and prioritize.

Set alarms to keep you on task.

Make decisions with papers.

Be proactive and not reactive with your time.

When you're organized, you can:

- ▶ Accomplish more at home
- ▶ Meet important deadlines
- ▶ Find things faster
- ▶ Create and use streamlined processes
- ▶ Keep clutter at bay
- ▶ Get more enjoyment out of life

Donations

- ▶ DISPOSAL: Contact 1-800-GOT-JUNK, www.gotjunk.com
- ▶ Cell phones: Dropped off at Verizon Wireless, Sprint, or Franklin Covey Stores or by going to www.wirelessfoundation.org.
- ▶ Clothing (Women's): Donate used business attire to www.dressforsuccess.org
- ▶ Goodwill – recycles most things
- ▶ Computers: www.cristina.org and www.goodwill.org.
- ▶ Habitat for Humanity – www.habitat.org
- ▶ Purple Heart – (734) 728-4560
<http://www.purpleheart.org>
- ▶ Salvation Army – <http://www.usc.salvationarmy.org>

Great Books

- ▶ Glovinsky, Cindy. Making Peace with the Things in Your Life
- ▶ Glovinsky, Cindy. One Thing at a Time
- ▶ Kolberg, Judith. Conquering Chronic Disorganization
- ▶ Lehmkuhl, Dorothy, and Lamping, Dolores Cotter. Organizing for the Creative Person
- ▶ Morgenstern, Julie. Organizing from the Inside Out
- ▶ Walsh, Peter. Let it

One-question pop quiz:

- ▶ What's one thing you're going to do this weekend to improve your organization?