

Start off the New Year with Losing 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

- ▶ “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?

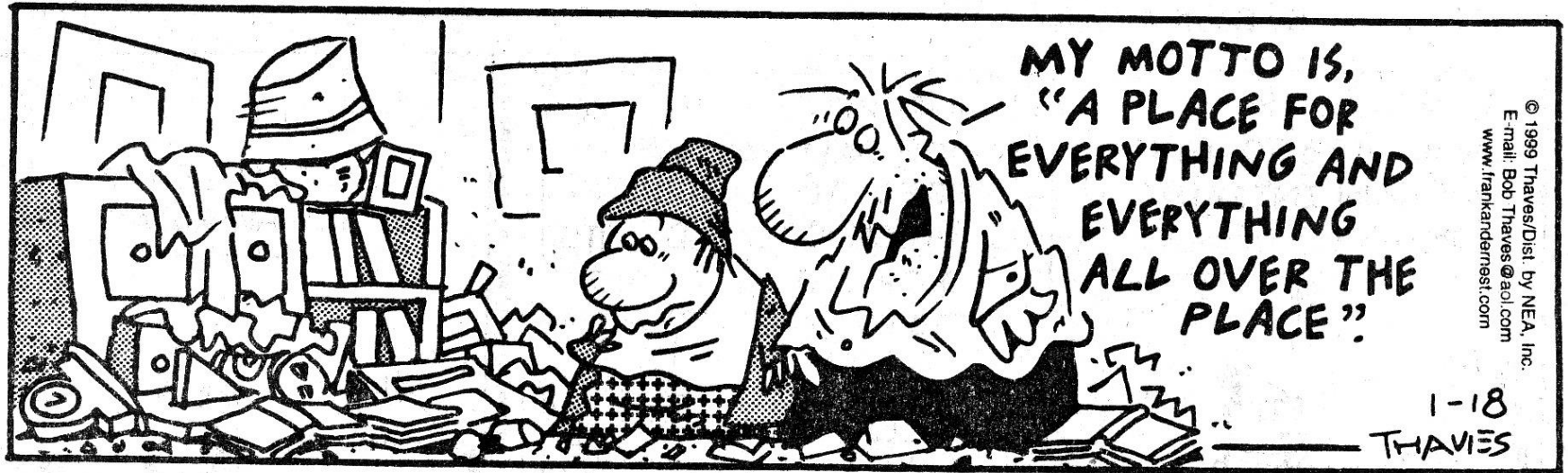
- ▶ Have you ever said, “If I owned a bigger place, I wouldn’t have a problem with clutter”?
 - What happens when you move?

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

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

- ▶ “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.”
 - 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

Lessen Your Stress

- ▶ Praise yourself
- ▶ Instead of criticizing yourself for spending too much time at work or having a messy house, give yourself positive love.
- ▶ Feeling overwhelmed will affect your anxiety and will hamper moving forward with the project

Go from here



To there!



Lessen Your Stress

- ▶ When things feels tight – BREATHE!
- ▶ You are in control of your thoughts. When something negative has entered your thoughts – stop, breathe, and turn it off and switch it with a positive thought
- ▶ Ask yourself what is the worst that can happen?
- ▶ Be thankful for what we have–basic needs are being met

Lessen Your Stress

- ▶ Eat Right and Get Sleep
- ▶ Exercise – Go for a walk to clear your head
- ▶ Practice Relaxation Techniques – breathing properly, meditation, mindfulness, yoga
- ▶ Plan
- ▶ Be Realistic with Goals – have attainable mini goals
- ▶ Reflect on your success

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

“I know my computer is in here.”



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

3. Add New Systems

- ▶ A bill-payment center



Building a Center

Supplies at Hand:

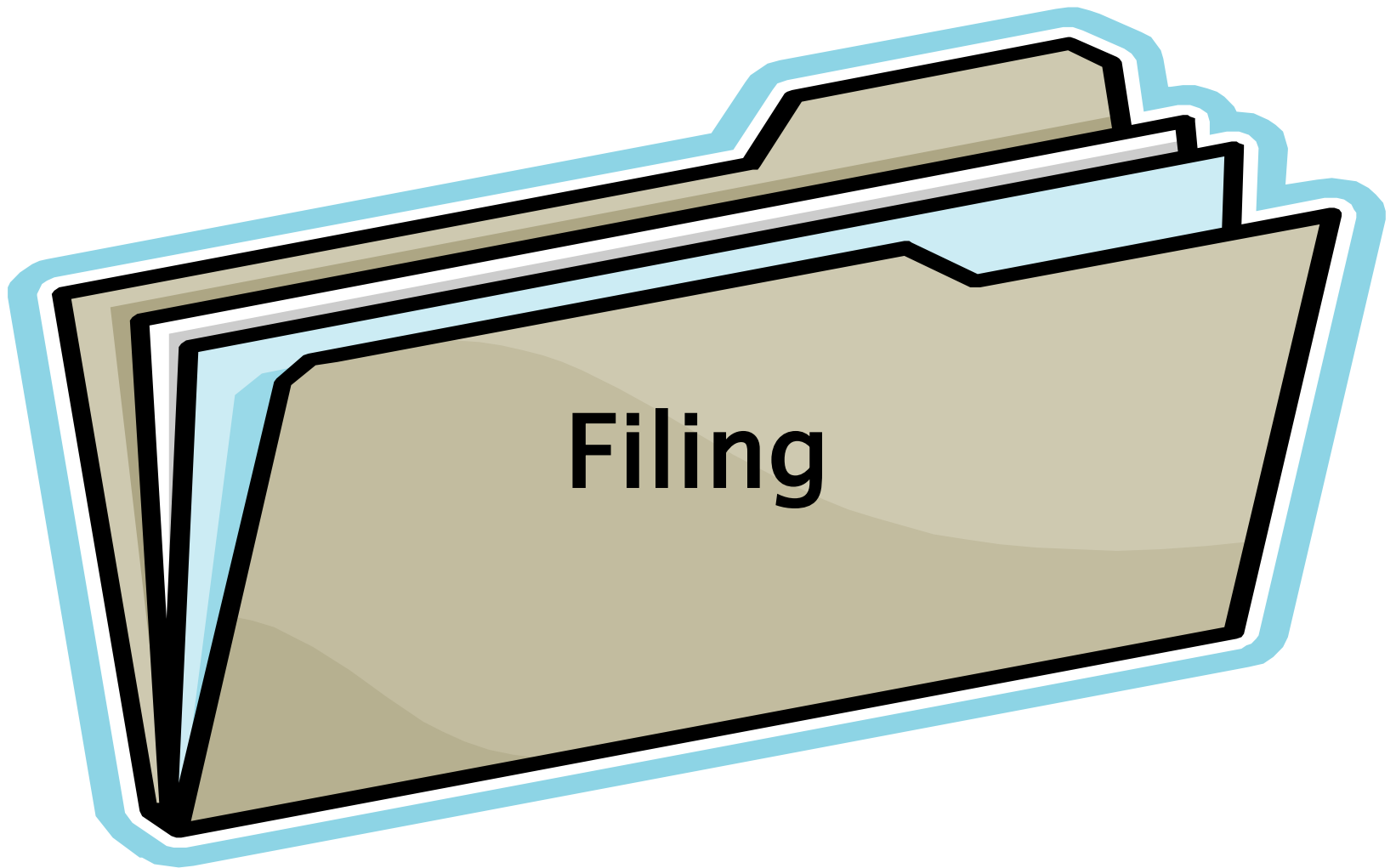
- ▶ Shredder
- ▶ Recycling Bag/Container and Garbage
- ▶ Office Supplies – pens, pencils, post-its
- ▶ Few envelopes, Stamps, and Address Labels
- ▶ Charging station
- ▶ Filing Box
- ▶ Paper Trays and label them accordingly
- ▶ Magazine Holder/Coupon Holder

To help you file:



Basement – drop and run





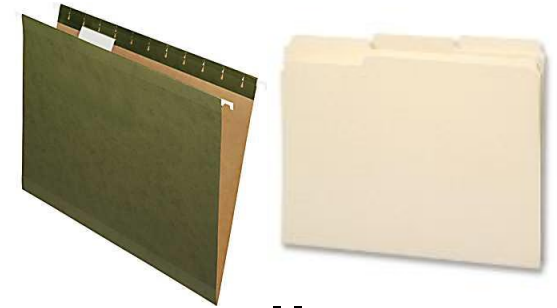
Filing

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 = 5 lbs Gone!

- ▶ Invest in a good filing cabinet
- ▶ Use hanging and manila folder
- ▶ 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



Filing boxes



File Organizers



Like



Don't Like





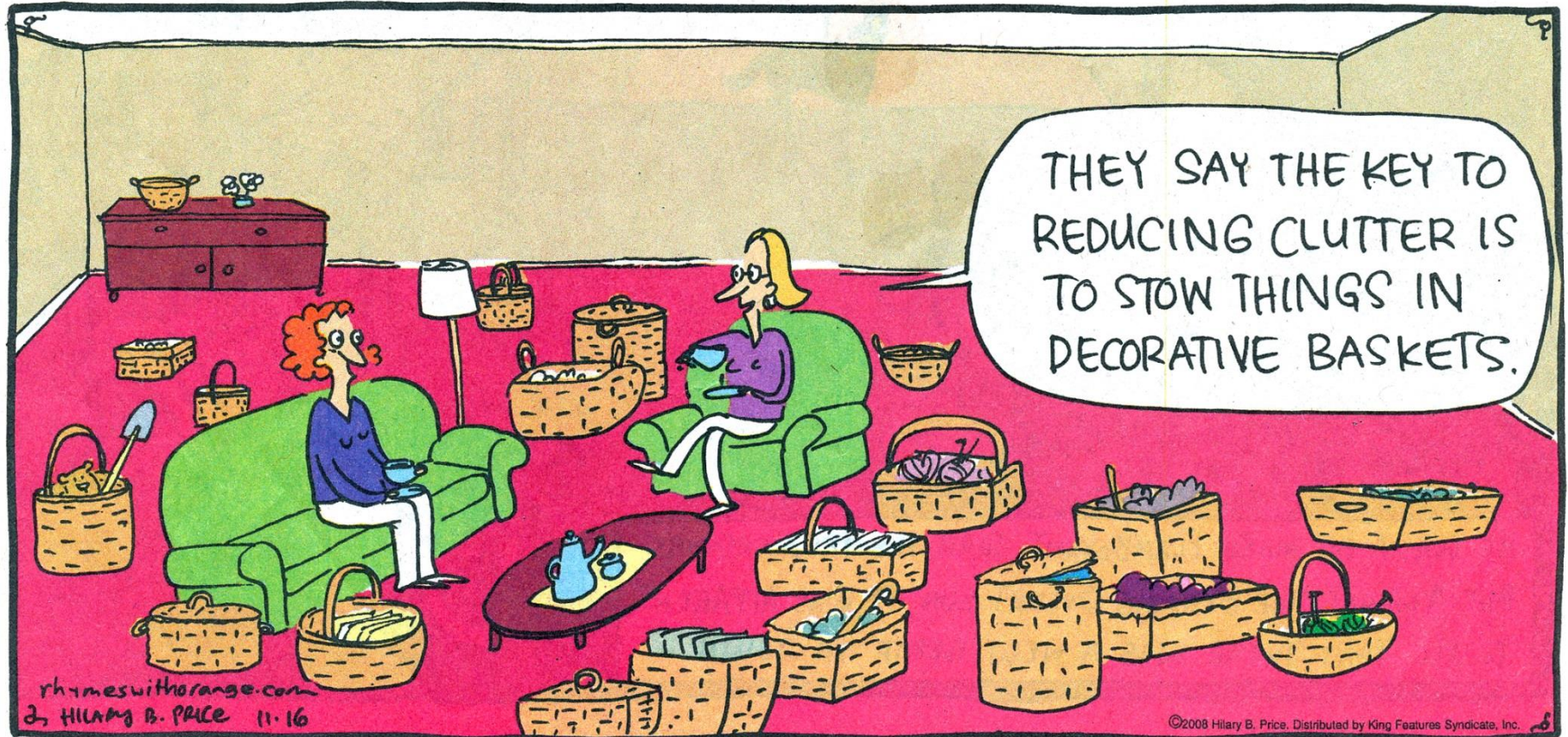
Organizing Your Kitchen

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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
- ▶ 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



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

Suggestions on Spices



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...

Create zones in the fridge – like things with like items

Eliminate clutter in the kitchen

- ▶ “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 3!”
- ▶ What appliances do you use? Sell on marketplace, consign or donate.
- ▶ Donate and organize cookbooks

Setting yourself up for success

- ▶ Warm water with dish soap in sink or bucket
- ▶ Remove items from cupboards and place into groups
- ▶ Wipe shelf and dry it
- ▶ Before you put the items back onto the shelf, ask yourself do you still love it, use it, need it?
- ▶ Have a box and some bubble wrap for your donated items

Glassware

- ▶ Glassware – Do you have too many coffee mugs? Too many souvenir cups?
- ▶ Remove all the glassware and place them into groups; tall glasses, juice glasses, etc...
- ▶ Decide on a good number to keep
- ▶ You can keep souvenir items but can they be displayed? Put into a memory box?

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 convenient area – deep cupboards or above the fridge



Here is another 5 lbs
to be donated

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”



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



Helpful ways to organize your bedroom

Organizing Your Bedroom:

First get 4 boxes: Garbage, Remove, Donate, Keep

Garbage – Stained, holes

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 or on Marketplace?

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

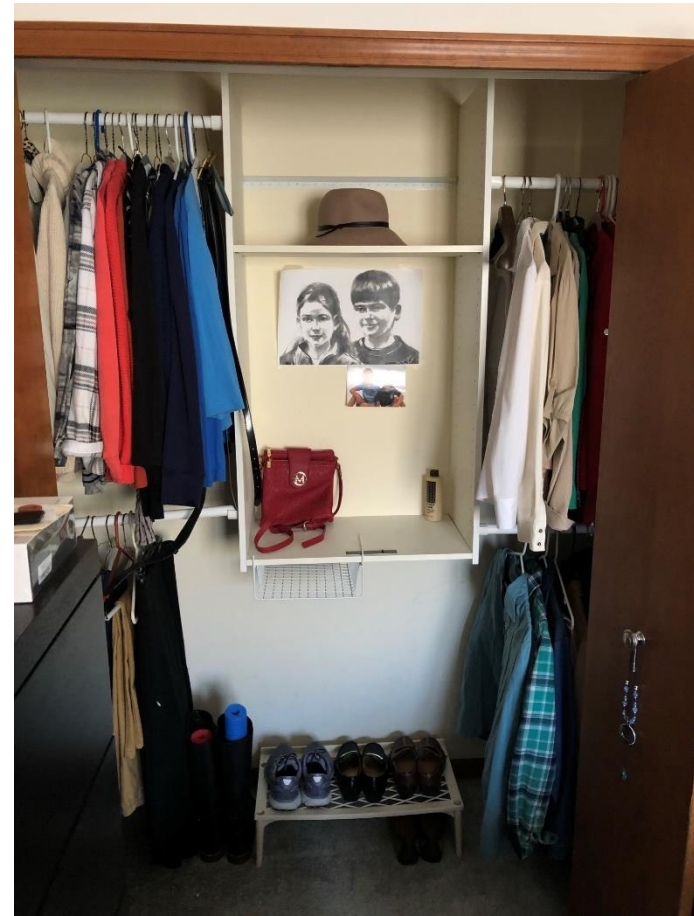
Organizing Your Bedroom

- ▶ 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

If we had the funds...

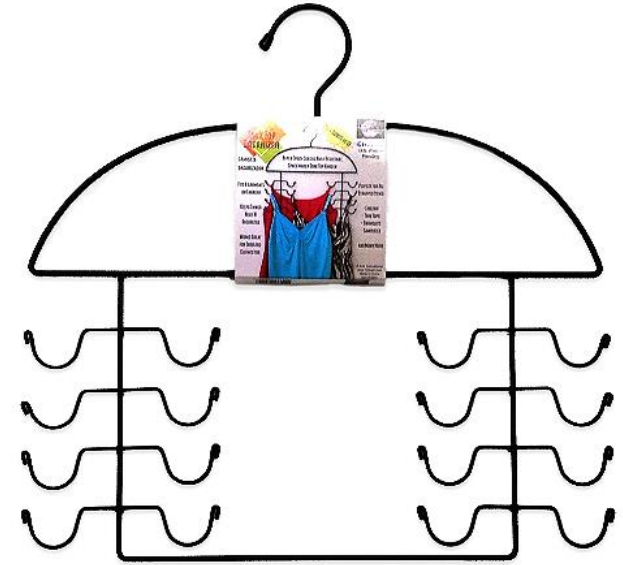


Simplifying the Closet



Organizing Your Closet

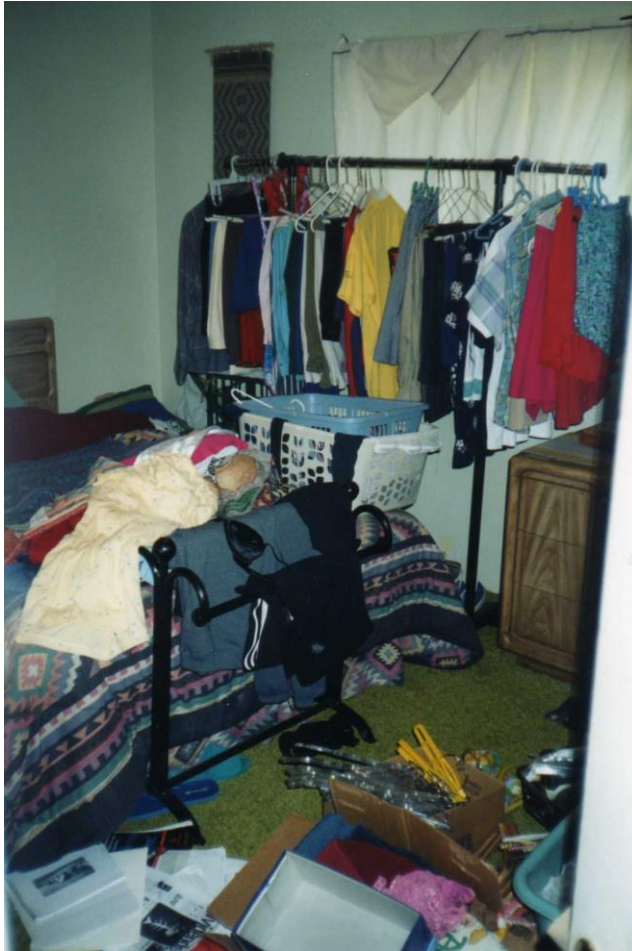
- ▶ Always have extra hangers in the closet
- ▶ It is a good idea to split your suit
- ▶ Arrange clothes into categories
- ▶ Buy hangers that you can hang multiples on
- ▶ Have room for hangers/clothes to breathe and move. If you pull one item out and 4 come with it, then you have some purging to do



Ideas for Belt Organizers



“How are my clothes multiplying?”



My feet hurt!



Ideas organizing your jewelry



Donate/Consign clothing

- ▶ Have you 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 got a little stain, can you see it?
- ▶ I love it so I bought it in 5 different colors!

- ▶ Losing another 10 lbs of clothing, jackets, shoes, sweats



Summarizing

- ▶ 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
- ▶ BREATHE and PLAN



Donations

- ▶ Clothing (Women's): Donate used business attire to www.dressforsuccess.org
- ▶ Goodwill – recycles most things
- ▶ Habitat for Humanity – www.habitat.org
- ▶ Purple Heart – (734) 728-4560
<http://www.purpleheart.org>
- ▶ Salvation Army – <http://www.usc.salvationarmy.org>
- ▶ Second Hand Rose –
<https://turningpointmacomb.org/resale>
- ▶ <https://www.facebook.com/MacombFosterCloset>

Organizing Books

- ▶ The Life-Changing Manga of Tidying Up: A Magical Story (The Life Changing Magic of Tidying Up) – Marie Kondō
- ▶ Getting Things Done: The Art of Stress-Free Productivity – David Allen
- ▶ It's All Too Much: An Easy Plan for Living a Richer Life with Less Stuff – Peter Walsh

One-question pop quiz:

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