

# It's that time again, Spring Cleaning!

Presented by Betty Huotari

[www.LogicalPlacement.com](http://www.LogicalPlacement.com)

810-348-1772

[betty@logicalplacement.com](mailto:betty@logicalplacement.com)

Copy of this presentation is  
available on my website:

[www.LogicalPlacement.com](http://www.LogicalPlacement.com)

On The Home Page

# Why Get Organized?

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

# Statistics

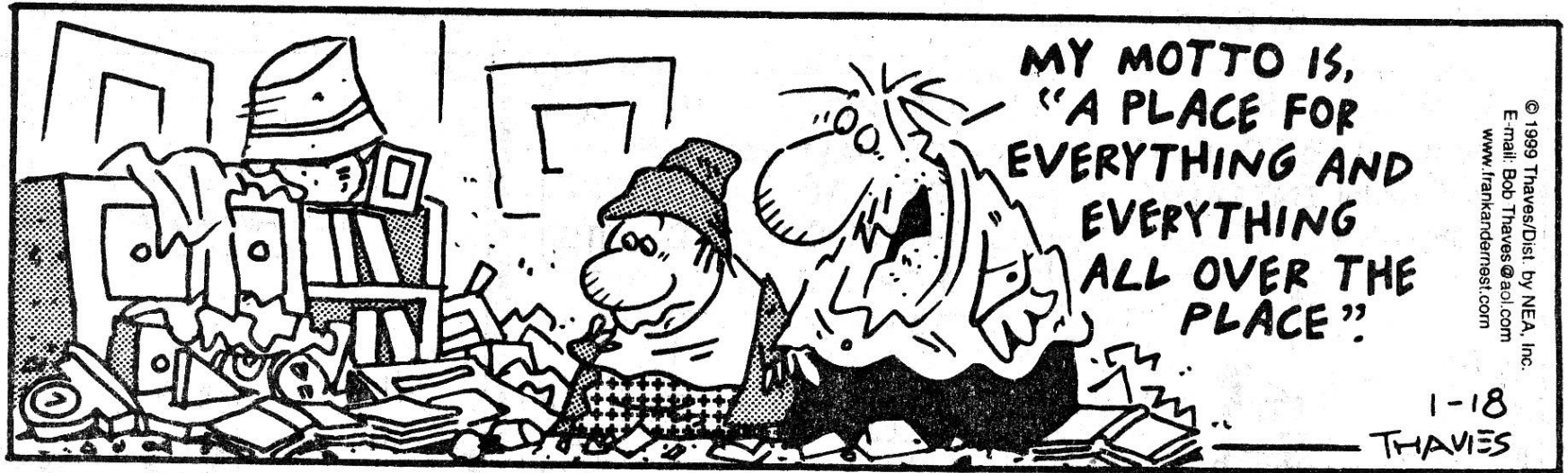
- ▶ “Crisis” purchases related to disorganization could cost as much as 15–20% of your annual budget.
- ▶ The University of Michigan completed a study in March of 2001...kids who came from organized and clean homes made 15–20% more.

# 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?

# What is your motto?

FRANK AND ERNEST • By Bob Thaves



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E-mail: Bob Thaves@aol.com  
www.frankandernest.com

# 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

# Pinterest

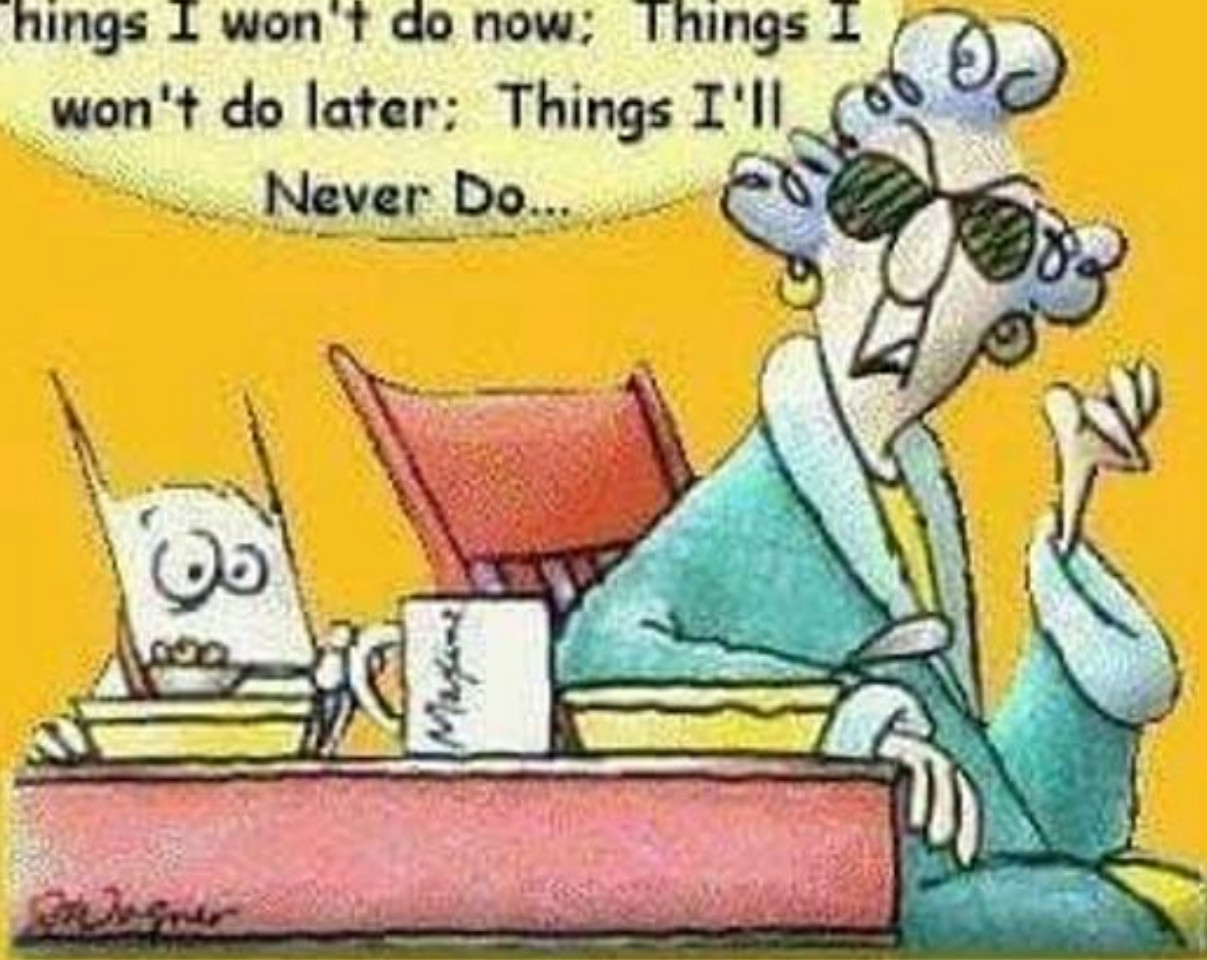




# OK, I'm Ready—Tell Me How!

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

I find it helps to  
organize chores into categories:  
Things I won't do now; Things I  
won't do later; Things I'll  
Never Do...



# 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

# 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

# Basement – drop and run



## 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*

“I know my computer is in here.”



# 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

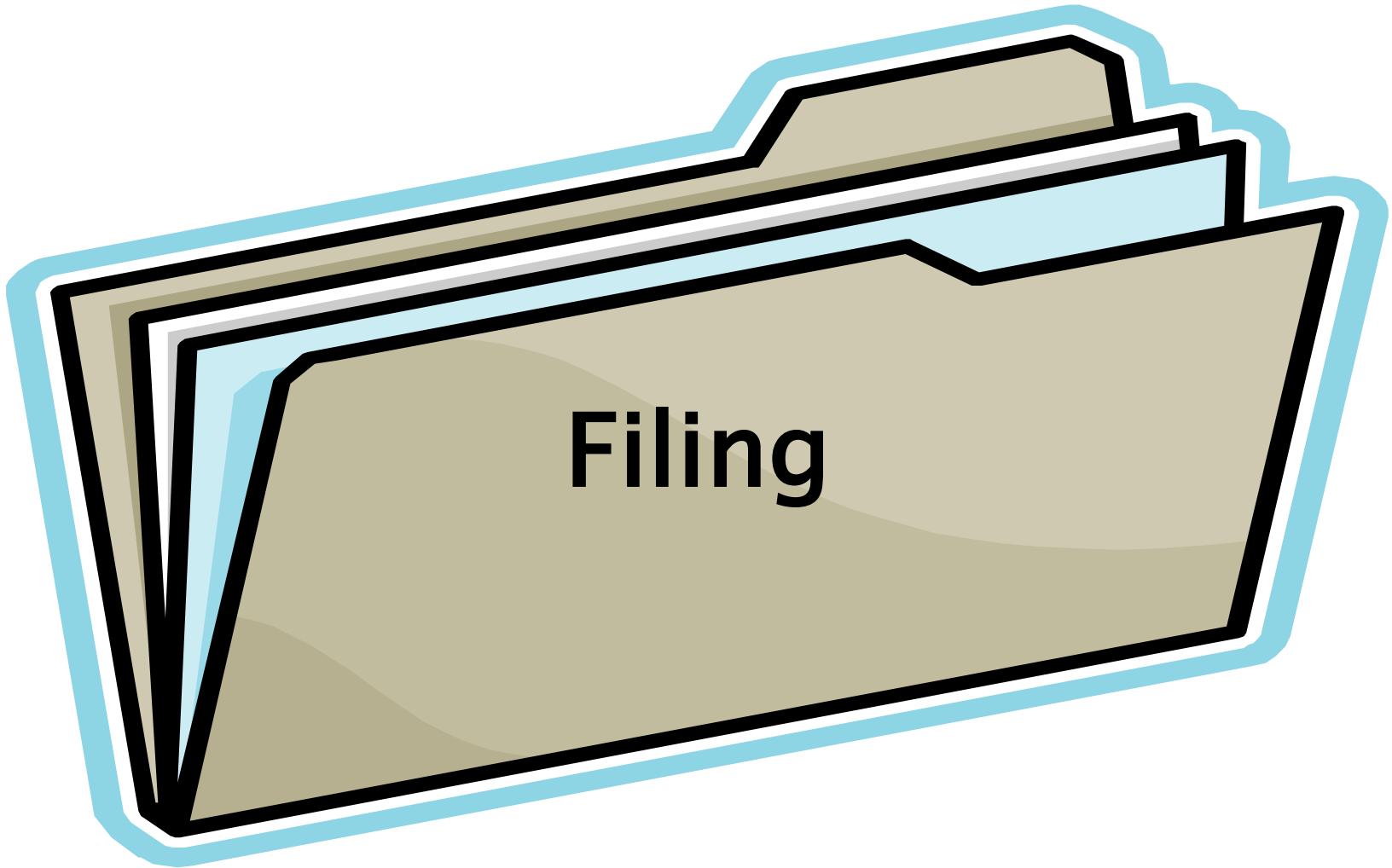


# Building a Center

## 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 or Filing cabinet
- ▶ Paper Trays and label them accordingly
- ▶ Magazine Holder/Coupon Holder





**Filing**

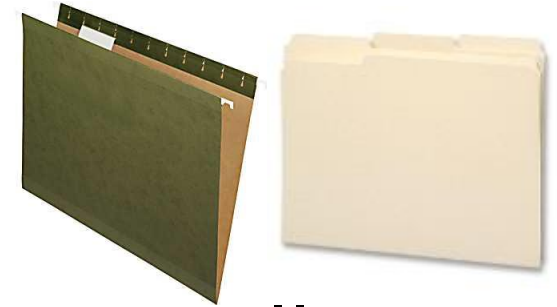
# Filing

**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 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



# Paper Management

- ▶ Visit [www.LogicalPlacement.com](http://www.LogicalPlacement.com)
- ▶ Tab – Organizer Services
- ▶ Paper Management
- ▶ Go to the bottom of document and look for arrows – this is a 3–page document from A Clear Path

# Filing boxes



# File Organizers



# Like



# Don't Like



# Preparing for an emergency





# Preparing for an Emergency

Create a list of emergency numbers.

Get a will or living trust and keep a copy outside the home.

Someone should know where to find the important documents.



If someone is taking medication, have a list of everything that individual is taking.

Visit [www.ready.gov](http://www.ready.gov).

# What to keep in a fire proof or safety deposit box.

- Birth certificates and adoption records
- Religious records (e.g. baptism, confirmation)
- Education records, Marriage and name-change records
- Any court rulings or judgments, including divorce and child-custody decrees
- Social Security card and Citizenship documents
- Military records and Passport (including expired)
- Death certificates (at least until estate is settled)
- Mortgages, deeds, titles, and liens
- Contracts
- Records of investments, pensions, and earnings
- Insurance policies – car and life
- Wills, living wills, powers of attorney
- Government bonds
- Archived tax records



# Organizing Your Kitchen

# Making Decisions:

**RHYMES WITH ORANGE** By Hilary B. Price



# Junk Drawer Organizer





6-3

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Bill  
and  
JEFF  
KEANE

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

# 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

# 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

# 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

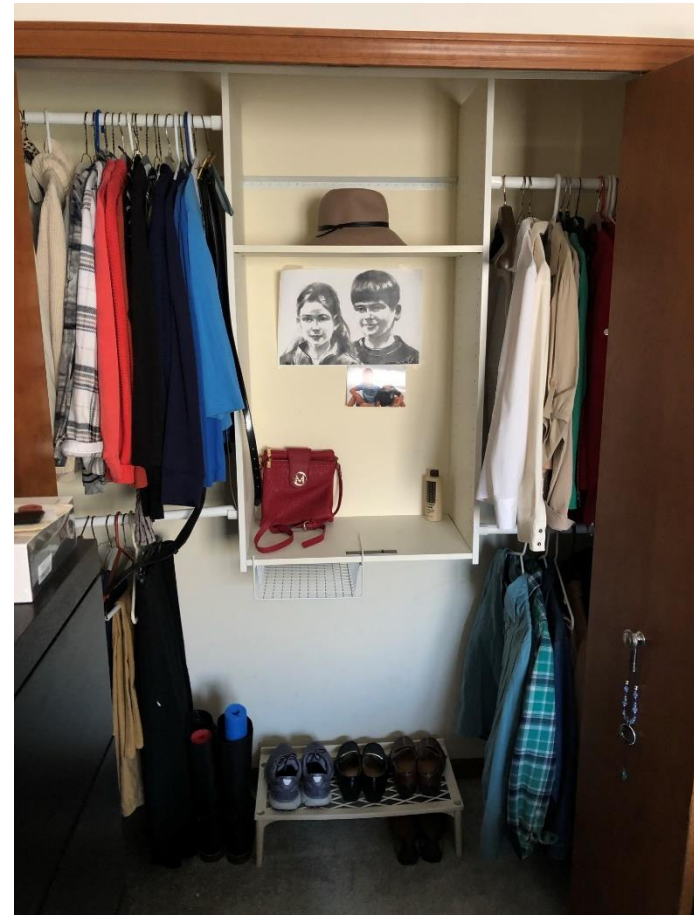
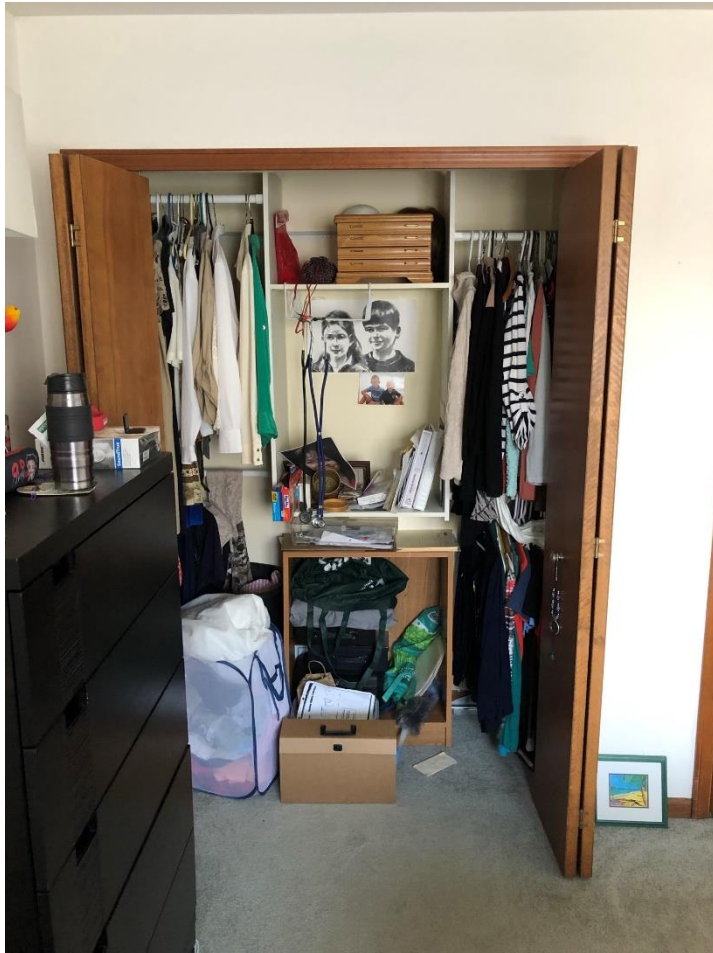
# Organizing Your Bedroom

- ▶ 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

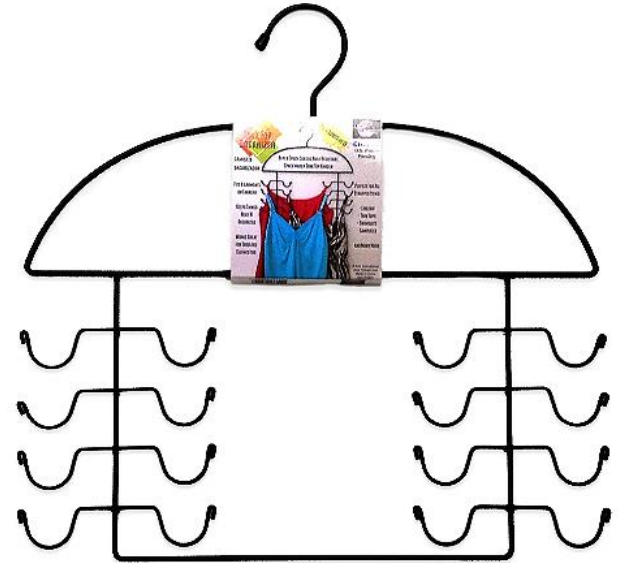


# Organizing Your Closet

- ▶ 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

# 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!

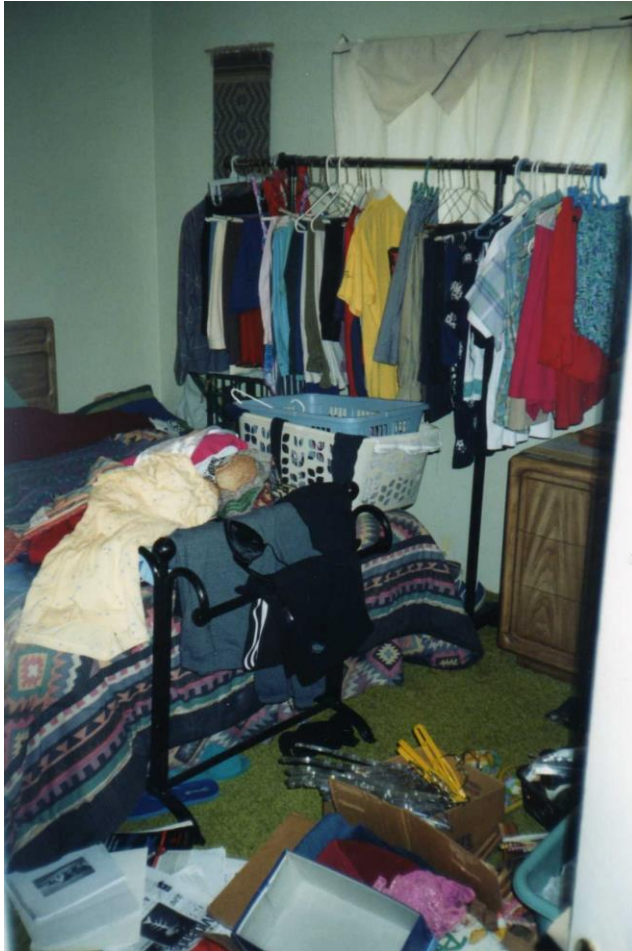




# Ideas for Belt Organizers



# “How are my clothes multiplying?”



# My feet hurt!



# Ideas organizing your jewelry



# 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



# Organizing Books

- ▶ The Home Edit – Clea Shearer and Joanna Teplin
- ▶ 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

# Donation – Genesee/Livingston

Consignment: My Sister and Me Upscale Consignment and Pipsqueak Boutique in Fenton for upscale kids clothing

Trading Closets Collection in Brighton and Le Boutique in Howell and Lacasa Collection in Howell

Donation: Goodwill in Fenton or Fint and Community Threads in Fenton 810-252-5369, Crossover Ministry 810-234-2479, Salvation Army on Miller Road 810-232-2196 or 810-249-4588, Catholic Charities 810-232-9950, Carriage Town Ministries, ReStore – Genesee County Habitat for Humanity 810-766-9089 on Burton Street, Center for Hope 810-265-7025

# Donations

- ▶ Clothing (Women's): Donate used business attire to [www.dressforsuccess.org](http://www.dressforsuccess.org)
- ▶ Goodwill – recycles most things
- ▶ Habitat for Humanity – [www.habitat.org](http://www.habitat.org)
- ▶ Purple Heart – (734) 728-4560  
<http://www.purpleheart.org>
- ▶ Salvation Army – <http://www.usc.salvationarmy.org>



# One-question pop quiz:

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

# Logical Placement's Packages:

## Just Betty:

4 hours is \$350, 5 hours is \$400, 6 hours is \$480

## Betty and an assistant

4 hours is \$550, 5 hours is \$625, 6 hours is \$750