


Spring Cleaning and Dealing with the Clutter

Presented by Betty Huotari
www.LogicalPlacement.com
810-348-1772
betty@logicalplacement.com



Copy of this presentation is
available on my website:

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 at **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.

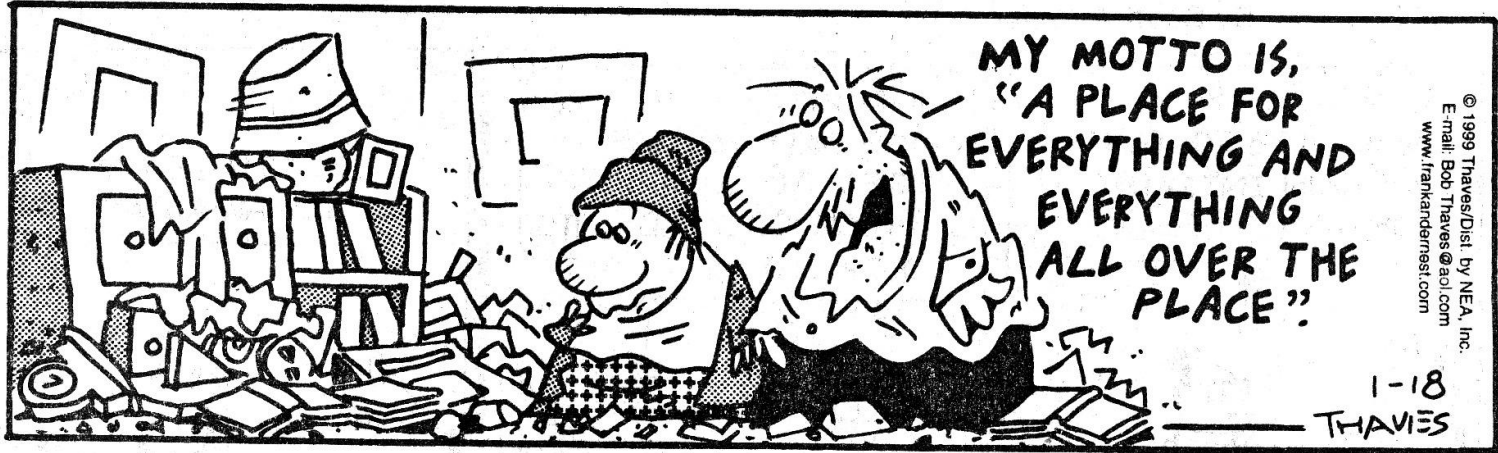


Is disorganization costing me money?

- 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?

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

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THAVES



Why haven't I gotten organized yet?

- Here are some **common beliefs or challenges**:
 - 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

TV Shows and Netflix

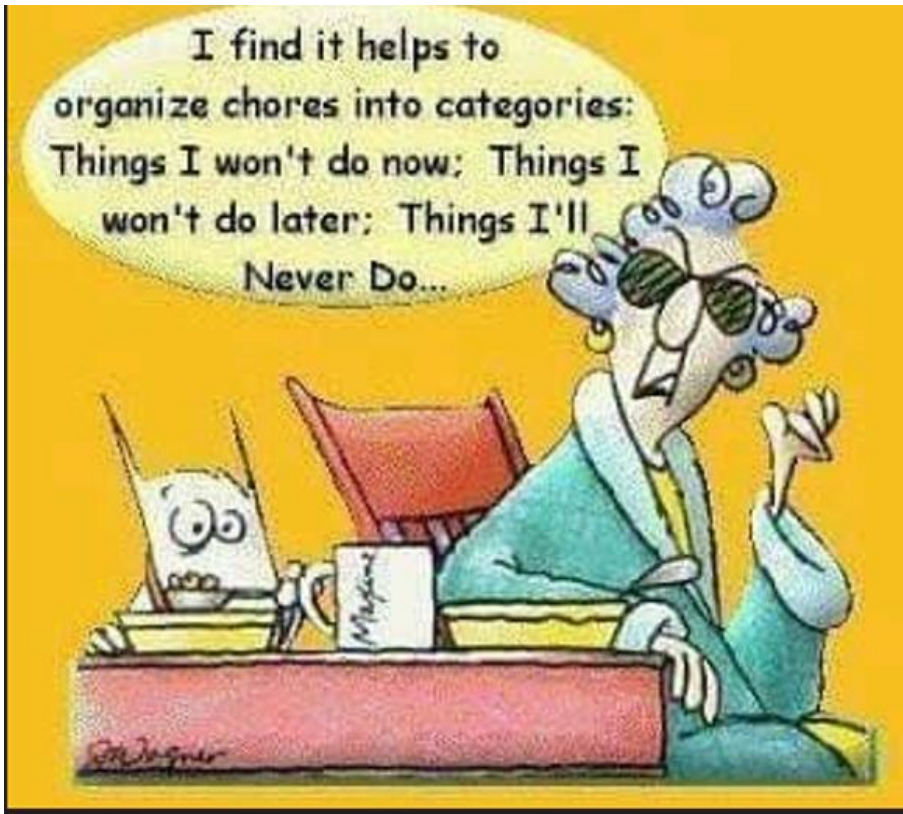


Pinterest 



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 the most
 - A project that’s holding up other projects
 - Something time sensitive will save 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/Coaches/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
 - If it still doesn't work or stops working, change again

Basement – drop and run

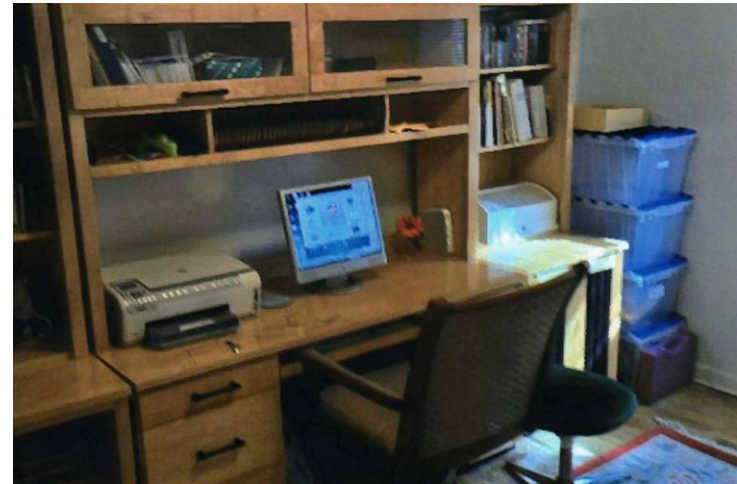




2. Change Your Habits

- 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”*

“I know my computer is in here...”





3. 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

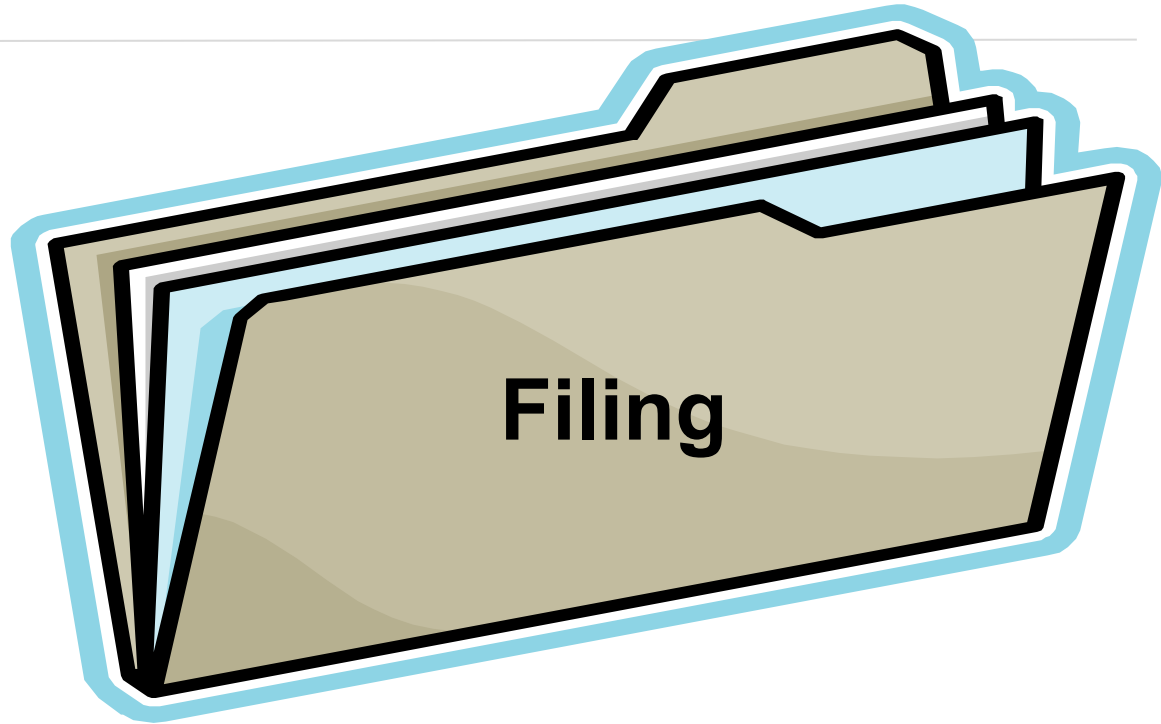
- A bill-payment center





Building a Bill-Payment Center

- Supplies at Hand:
 - Shredder/Recycling Bag / 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

- **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

Remember 80/20 Rule for Filing



- ▶ Invest in a good filing cabinet
- ▶ Use hanging and manila folders
- ▶ Go through your filing cabinets annually
- Colored 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





Paper Management – What to keep

- Visit www.LogicalPlacement.com
- Tab - Organizer Services
- Paper Management
- Go to the bottom of the 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 of the home
- Tell someone where the documents are located
- If someone is taking medication, have a list of their current medication and vitamins
- Visit 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

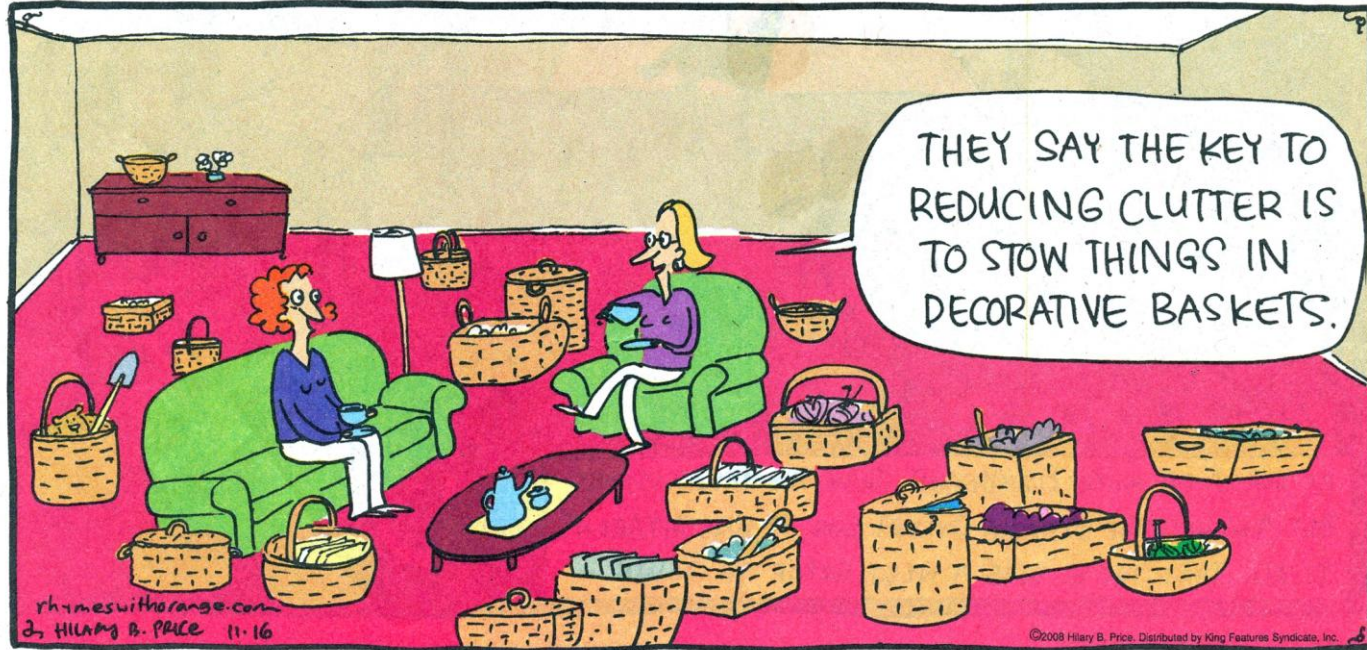


Organizing Your Kitchen



Making Decisions:

RHYMES WITH ORANGE By Hilary B. Price





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Bill
and
JEFF
KEANE

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

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Before and After Pics Silverware:





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 pots / pans / cookie sheets
- Match your lids with bottoms and recycle the misfits
- Limit the number of casserole and plastic dishes

Organizing Pots & Pans



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, soups together
- Create zones in the fridge
 - Like things go with like things



Eliminate Clutter in the Kitchen

- “I never liked this set anyways!”
- “I don’t entertain like my parents did.”
- “I bought this from QVC and have never opened it.”
- “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 or 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 or 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 areas – 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, or cookware
- The key is to keep everything in one place therefore you are creating a “special occasion zone”





Helpful Ways to Organize Your Bedroom



Organizing Your Bedroom

- First get four (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 the tote labeled



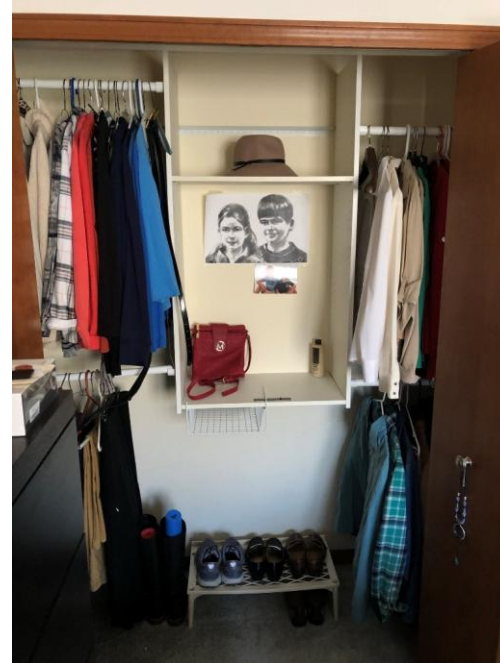
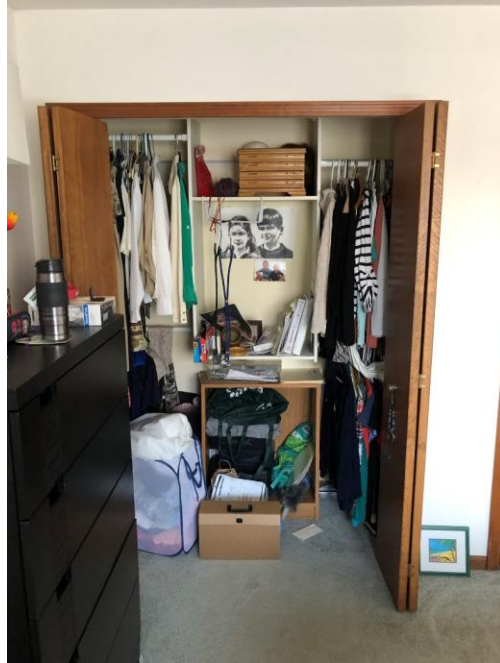
Organizing Your Bedroom

- 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

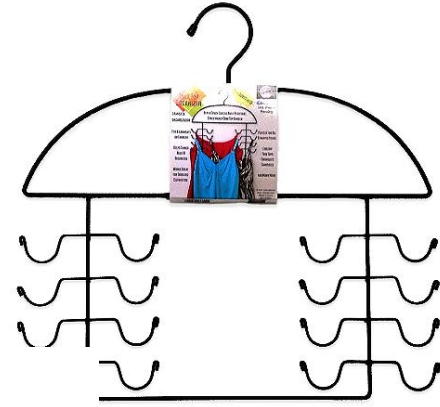
- Always have extra hangers in the closet
- It is a good idea to split your suit
- Arrange clothes into categories
- Buy hangers that you can hang multiples on
- Have room for hangers/clothes to breathe and move
 - If you pull one item out and 4 come with it, then you have some purging to do



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 five different colors!

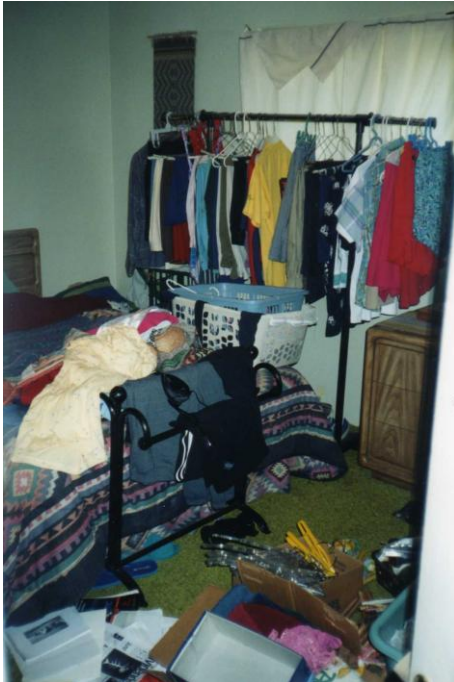
Suggestions on products:



Suggestion for Belt Organizers:



“How are my clothes multiplying?”



My feet hurt!



Ideas for 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



Books About Organizing

- *The Home Edit* by Clea Shearer and Joanna Teplin
- *The Life-Changing Manga of Tidying Up: A Magical Story* by Marie Kondō
- *Getting Things Done: The Art of Stress-Free Productivity* by David Allen
- *It's All Too Much: An Easy Plan for Living a Richer Life with Less Stuff* by Peter Walsh

Donation – Oakland County

Community Sharing Outreach Center - 248-889-0347, <https://www.community-sharing.org>

Freedom Work Opportunities Inc., 248-887-1597, <https://www.freedomwork.org>

Donation: Freedom Treasures Resales on Cooley Lake Road in Waterford Township 248-779-7201; Humble Design Detroit in Southfield – 440-318-1039 to schedule drops at their warehouse; Haven of Oakland County 248-334-1284 has limited storage

Furniture - Furniture Bank of Southeast Michigan, 248-332-1300, www.furniture-bank.org, Purple Heart, Vietnam Veterans of America

Grace Centers of Hope runs a women's shelter and rehabilitation center in Pontiac 248-334-2187, gracecentersofhope.org

Consignment – Odds & Ins 810-429-1584 at 144 S Milford Road in Highland, Our Blessing Consignment in Milford – take furniture, clothing, and home goods 248-684-1594

Donation – Genesee/Livingston County

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, Center for Hope 810-265-7025

Places in Flint - 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



One question?

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 with an assistant

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