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FEBRUARY ARCHIVED TIPS

February 29, 2008

TIDY UP THE MEDECINE CABINET!

Make it a chore to clean out your medicine cabinet every few months. First take EVERYTHING out. Throw out expired or no longer used medicine and toiletries products. Find another place for overstock items like extra toothpaste. Organize what's left into categories like medicine, first aid, his/hers hygiene products, etc.

February 28, 2008

SIMPLIFY THE LAUNDRY!

Hate doing the laundry? Make it one step easier by washing each family member's clothes separately. When it's time to fold you don't have to worry about sorting the clothes.

February 27, 2008

DON'T PICK-UP YOUR MAIL UNLESS YOU HAVE TIME TO OPEN IT!

People routinely bring home handfuls of mail just to let it sit on the kitchen counter for three more days before opening it. This is one of the easiest ways to create "clutter" in your home or office. Make it a rule to only pick up your mail if you know you have time to open right then, and of course put everything in its necessary spot (i.e. Bills to Pay File, Action to Take File, Recycle, Shredding, etc.).

February 26, 2008

DECLUTTER YOUR FRIDGE

Make it a habit to clean out the old before you bring in new. If you clean out the old food from the refrigerator before you go shopping, you'll have a better idea of the items you really need. The same idea can apply to the pantry!

February 25, 2008

DEFRAG EVERY DAY

Defragging your computer every day will not only make your computer run faster, but will also free up more space. I defrag my computer every night before I go to bed, then SHUT IT OFF (not hibernate or sleep). It's so nice to turn on a freshly defragged computer in the morning! TO DEFRAG: Right click on your "C" drive and select "Properties". Choose the "Tools" tab, and then click the "Defragment Now..." button. Once the defrag box pops up there's another button called "Defragment," click that. Depending on how long it's been since you last defrag will depend on how long the defrag takes!

February 22, 2008

ORGANIZE YOUR THOUGHTS

Keep a notebook or journal next to your bed. When you have a thought or dream in the middle of the night write it down. In the morning decide if your thoughts require action.

February 21, 2008

ORGANIZE GREENWASTE PICK-UP IN YOUR AREA

Nevada County Waste Management now offers curbside greenwaste pick-up throughout Western Nevada County. Burning yard waste creates pollutants in the air. For around \$3 a month you can have your yard waste picked up

every other week and feel great about recycling at the same time. For more information, or to sign up today, call 530.274.3090

February 20, 2008

DON'T UNDERESTIMATE THE VALUE OF OPEN FILING SYSTEMS

Business professionals are often turned down by the idea of having open filing systems around their desk or in their office. However, open files are extremely useful for "all the timers" a.k.a. papers and files that you access "all the time". Some of these might include: active client files, stationary supplies (envelopes, letterhead, labels, cardstock), and other frequently referenced items. The open filing system eliminates clutter from your desk top AND forces you to keep the files tidy!

February 19, 2008

WHEN IN DOUBT, FACE YOUR DESK OUT!

Place your desk in the farthest corner from the entrance of the room facing out, or towards the door. This gives you the "command" position and lets you see everything. It also forces you to keep the cords to your office equipment well hidden. This, in turn, allows for better flow and less clutter.

February 18, 2008

UTILIZE UNDER THE BED STORAGE SPACE

Store seasonal items under the bed such as: winter/summer clothes, Christmas/Birthday wrapping accessories, and even extra luggage and handbags. The key is to use storage containers designed to go under beds and LABEL well!

February 15, 2008

ORGANIZE YOUR POWER USAGE

Plug all major electrical devices (i.e. TV, DVD Player, Stereo, Computer, Microwave, etc) into a power strip. Turn the power strips off during the day and at night to save otherwise wasted energy.

February 14, 2008

ORGANIZE A ROMANTIC NIGHT

Valentines Day is a great night to start coordinating something memorable for you "special someone". At least once a month, arrange an event for just the two of you. This will not only show you care, but will also show your sweetie you are ORGANIZED!

February 13, 2008

FILE AT LEAST ONCE A WEEK

If you file incoming papers once a week there will never be an "unmanageable" build up! Put things like medical bills, important receipts, pay stubs, and any mail to save in a "to be filed" basket or bin. On the same day every week file everything in it!

February 12, 2008

DIVIDE YOUR GARAGE INTO ZONES

Allocate "zones" in your garage according to your lifestyle. Some of your categories might include: sports, power tools, hand held tools, camping/fishing, holiday decorations, etc. By grouping like things together it makes finding them a breeze.

February 11, 2008

DRESS WITH LESS STRESS!

First organize your clothes according to type (i.e. long sleeve shirts, short sleeve shirt, etc.) then organize by COLOR. This works well for both folded clothes in drawers and hanging clothes in closets. When you sort by color it is easier to match outfits. It also helps you keep track of the "inventory" you already have so the next time you're out shopping you know what to buy!

February 8, 2008

HANG A WHITE/CHALK BOARD UP!

Use a white or chalk board as a convenient message center for the whole family. It's best to hang it next to the family answering machine or near the kitchen. Use it for messages, to-do's and shopping lists. I have found that when you run out of something it's best to write it down immediately so you don't forget to buy it on your next shopping trip!

February 7, 2008

DON'T LET CLUTTER BUILD UP IN YOUR CAR!

Keep a tote bag or small basket in your car for items that are often left behind and don't belong in the car. When the basket fills up, take it inside and put everything away.

February 6, 2008

CREATE A PERSONAL PHONE BOOK

Create a personal hand written phone book for you, your household, or your business. Even if you have an electronic address book you should always keep a hard copy of all your important information. Three tabs that should be in everybody's phonebook are: (1)Quick References (Emergency Information, Frequently Called Numbers and Maintenance & Other Services), (2)Names & Numbers and (3)Days to Remember (Arranged by Months)

February 5, 2008

CLEAR OUT YOUR 2007 FILES

The beginning of a new year is a great time to go through your previous years filings. Only save things you absolutely know you need such as: bank and credit card statements and tax returns. Clearing out old items and making room for the new will make filing for 2008 a lot easier.

February 4, 2008

SPICE IT UP!

Transform your laundry room from boring and unorganized to fun and categorized. Repack products such as detergent, fabric softener, bleach, and clothes pins in matching containers. Add some simple labels to help everybody remember what's inside!

February 1, 2008

FIGURE OUT YOUR DAY THE NIGHT BEFORE

Every night, before you go to bed, go through a checklist of what tomorrow holds for you. A quick mental refresher the night before will leave you feeling ready to go the next day...and there won't be any surprises!