

# ameliabarrett

PROFESSIONAL ORGANIZER

530.401.4730 Direct

OrganizeNevadaCounty.com

AmeliaRBarrett@gmail.com

## MARCH ARCHIVED TIPS

March 31, 2008

### SIMPLY YOUR CLEANING CHORES

Simplify your cleaning chores by making a plan that works for you and your family and STICK TO IT! For example, you might allocate up the chores by: 1. Rooms or Zones (i.e. bedroom, bathroom, kitchen, etc) or 2. Tasks (i.e. vacuum, dust, mop, pick-up, etc). Once you decide how the chores are divided, then choose days of the week to schedule in these reoccurring tasks with the whole family's calendar. You'll find that when you make a plan that works, everybody is more likely to stick to their share of duties!

March 28, 2008

### ACCESS YOUR FOOD QUICKLY WITH AN ORGANIZED PANTRY

The key to keeping an organize pantry is CATEGORIZING and LABELING! First empty the entire pantry. Sort foods into the following categories: Canned Goods (veggies/fruits, meats/seafoods, soups, etc), Pastas & Rice, Boxed Goods (crackers, cereals, snacks, etc), Baking Goods, and Beverage Goods (coffee, teas, etc). Dedicate zones in the pantry to each category and LABEL as you put back the food!

March 27, 2008

### SAY "ADIOS" TO CREDIT CARD OFFERS

Tired of getting numerous credit card offers in your mailbox everyday? Write to the three credit reporting agencies and request they take you off their credit solicitation mailing list!

1. Equifax Options  
Equifax Marketing Decision Systems, Inc.  
Box 740123  
Atlanta, GA 30374
2. Experian  
Target Marketing Services Division  
Attn: Consumer Opt-Out  
PO Box 919  
Allen, TX 75013
3. Trans Union Corporation  
Name Removal Corporation  
PO Box 7245  
Fullerton, CA 92637

March 26, 2008

### CREATE A CENTRALLY LOCATED RECYCLE CENTER

Keep one large recycle bin in or near your kitchen. If you don't already have a recycling bin, some ideas of what could be used as a bin are: a large laundry basket or a large (preferably nice looking) trash can. Make it a rule to empty the bin once it becomes full. You'll notice a recycle center creates less trash and makes clean up a breeze.

March 25, 2008

### DECREASE YOUR SPENDING, REDUCE YOUR CLUTTER

Here are a few reminders of why we should limit our spending and really try and work with what we already have.

When you buy new "stuff" you:

1. Have to find a spot for it.
2. Have to remember where this spot is.
3. Will eventually have to clean/maintain/discard it.
4. Possibly have to learn how to use it.
5. Have to pay for it!

The next time you're considering buying a new item, take a moment to ask yourself if it's a necessity.

March 24, 2008

#### INCORPORATE AN "ORGANIZED STYLE" TO YOUR HOUSE PLANTS

Do you have a variety of plants around your house that just don't go well together? A great way to make your greenery appear more organized is to put them in matching pots. If you're the do it yourself type you can even paint the pots to match each other.

March 21, 2008

#### SECURE YOUR WALLET

Have you thought about what would happen if your wallet ever got lost or stolen? If not, then now would be a great time! Keep a hand written or photo copy of EVERYTHING inside your wallet. Then, keep the copies in a safe deposit box or in a safe place at home. You never know when chaos might strike, but now you'll be prepared!

March 20, 2008

#### GOT KIDS?

If you have kids you might know how difficult car rides can be sometimes. To simplify the situation, keep a small basket of your child's toys in the car. They're bound to be entertained by one of them!

March 19, 2008

#### CREATE A QUIET SPACE!

Everybody could benefit from peace and quiet! Create a cozy and quiet area in your home to turn to when chaos is taking over your life. Some things you might want to have in your "meditation" space: candles, incense, blankets, pillows, and "positive influences" (i.e. photos of positive people in your life or positive saying you like). You'll find that this quite practice time will become a calming and grounding activity that you look forward to each day!

March 18, 2008

#### DEDICATE TIME!

Pick a day this month to dedicate your time to organizing a single space. Start by clearing out the entire space. Sort what you have into four categories: keep, donate, trash, and recycle. Decide what the function(s) will be for the space. Only put back what correlates with "function" of the space.

March 17, 2008

#### SYNCHRONIZE YOUR COLORS!

Do you have a piece of "yard sale furniture" that doesn't match with your color scheme? Paint it. Paint is an easy and inexpensive way to revamp a tired or out of place looking piece of furniture.

March 14, 2008

#### ENJOY A DAY OFF

Pick a day this month to enjoy all to yourself. Go to the river, take a long walk, or read a book you've been putting off until you had time. You'll find that allowing yourself this time is a great way to rejuvenate your mind and body!

March 13, 2008

#### CREATE AN EASILY ACCESSIBLE SEWING CENTER!

It's essential to have a sewing center if you own a sewing machine and plan on using it. I have found that if stored away, nothing gets made, fixed, or altered! Store spools of thread on a wall-mounted rack (see before & after gallery). Keep buttons and patches in a small basket. But most important, keep your sewing machine out...and use it!

March 12, 2008  
GOT BASKETS?

Baskets are great because they can containerize a variety of things and still look aesthetically pleasing at the same time. Here are some ideas of "stuff" to keep in your baskets at home: shoes by the front door, toys in a kid's room, towels in a bathroom, recyclables in the kitchen or office. They're also great to categorize a small group of like items. For example, if you live where it's cold you might have a small group of baskets by the front door for hats/beanies, gloves, and scarves.

March 11, 2008  
BACK IT UP!

Create a regular schedule of backing up your electronic documents and data. Once a week is about the longest amount of time I'd go in-between backups.

March 11, 2008  
BACK IT UP!

Create a regular schedule of backing up your electronic documents and data. Once a week is about the longest amount of time I'd go in-between backups.

March 7, 2008  
INVEST IN TUPPERWARE!

Tupperware containers are great for storing baking goods such as flour, sugar, brown sugar, salt, baking soda/powder, oats, etc. The containers are air tight so they keep the contents fresher longer and make a great presentation in your cupboards!

\*Tupperware brand containers can be purchased through Amelia Barrett by calling or emailing.\*

March 6, 2008  
REDUCE YOUR JUNK MAIL!

Reduce your junk mail by writing to the following association and requesting that they take you off their direct mail list!

Mail Preference Services  
Direct Marketing Association  
PO Box 9008  
Farmingdale, NY 11735-9003

March 5, 2008  
MAKE YOUR KITCHEN THE MOST EFFICIENT!

Make your kitchen function to the fullest by making easy access to frequently used items. For example put pots & pans near the stove/oven, store dishes & cups near the dishwasher and keep knives near cutting boards.

March 4, 2008  
SIGN UP FOR ONLINE BILL PAY!

Most banking institutions now offer free online bill pay to their customers. Paying you bills online is a great way to reduce the amount of paper consumed by your household. Along with this, most credit cards and utility companies also give you the option to eliminate your paper statements all together. Instead, a monthly statement is emailed to you each month.

March 3, 2008  
SIMPLIFY THE LIBRARY!

If you have a library, you might know how frustrating it is when you want a specific book, but can't find it among your endless collection. Try making the library simpler by organizing your books by categories first, then by authors last name. If you're computer savvy, make a master list in Excel, laminate it, and keep it near your books for quick reference.

