

GET ORGANIZED!

ANOTHER
50 Tips for You

*by the members of
Professional Organizers of New Mexico*



PONNM
PROFESSIONAL ORGANIZERS
— OF NEW MEXICO —

www.nmorganizers.com

Introduction

Get Organized! 50 Tips for You was such a great success, and we had so many more great ideas for you, that we decided to do it again. The result is *Get Organized! Another 50 Tips for You*. Just like the first edition, this e-booklet was written to offer you organizing tips, tried and true suggestions to help you get started and remain more in control. Since no two of you are alike, we offer a variety of tips for you to peruse and choose. Select one that appeals to you and try it for several weeks to develop a new habit. Then come back and choose another.



The e-booklet was written by professional organizers who are members of both the National Association of Professional Organizers (NAPO) and Professional Organizers of New Mexico (PONM).

We wish you good luck in using these tips to become better organized, and stand ready to help you if needed. Contact any of us through the PONM website, www.nmorganizer.com

PONM is committed to bringing members of the National Association of Professional Organizers (NAPO) together through networking, professional growth, education, support and public awareness.

Closets

1. Arrange like items by type and color to make getting dressed faster and easier. – *Brenda*
2. Every year remove any clothing, shoes or accessories that you no longer wear, no longer fit, are outdated or are in need of repair. – *Carolyn*
3. Always keep a bag in your closet for donations. If you put something on in the morning and it's uncomfortable, put it in the bag immediately. – *Elizabeth*
4. Make sure you have a laundry basket handy where you undress, whether it's in the bedroom, closet, bathroom, or all three. – *Hazel*
5. Ask yourself how you retrieve your clothes when you dress. You can either (1) put all tops together and all slacks together, or you can (2) keep together whole outfits. – *Kit*
6. Many closets have only one shelf above the clothes hanging bar. Add another higher than the existing shelf and store out of season clothes and shoes. – *Leigh Ann*
7. By choosing to have fewer outfits, it is easier to get dressed, there is less laundry to do and you can keep your style fresh by rotating in new items. – *Miriam*

Clutter

- 8.** Procrastination breeds clutter, act on things as soon as they come into your house. Don't put it down, put it away. – *Carolyn*
- 9.** Declutter using 4 boxes 1. Keep - put away in the correct place in this room; 2. Keep – goes in another room; 3. Give away; 4. Trash. – *Elizabeth*
- 10.** As you sort through a pile of clutter, think about which items don't have homes and need them, and which never get returned to their homes because they are inappropriate in some way – too small, too far away, or too unattractive for you to enjoy using. – *Hazel*
- 11.** Prevent stuff from coming into your life and your space. If you must add something to your space, first determine where it will live. – *Kit*
- 12.** If you have clutter on your bathroom counter, place similar items such as cosmetics, lotions, perfumes, etc. on a tray or small mirror. It looks nicer and things are easier to find. – *Leigh Ann*
- 13.** Keep a container near the door to accumulate the things you will need to take with you to accomplish your errands. Place them there as you come across them. The library book would go there once it has been read. – *Miriam*
- 14.** Twice a year, weed out all areas of the home, including the garage, to minimize clutter. – *Brenda*

Holiday and Entertaining

- 15.** Keep a notebook just for entertaining with recipes, the serving pieces they fit into, pictures of your previous parties and any tips and ideas you find. – *Elizabeth*
- 16.** You don't have to do everything you've *always* done, or everything you think you *should* do during the holidays. Pick two or three activities that will really fill your spirit and create memories. – *Hazel*
- 17.** Start early. Trying to pull off a wonderful family celebration, such as Christmas, in a week will leave you exhausted and leave your celebration less than you would like. – *Kit*
- 18.** Purchase decorations, plates, napkins, etc. after the season when prices are reduced. Box them up, label and store for next year. When the holiday rolls around again you will be pleasantly surprised.
– *Leigh Ann*
- 19.** Pick activities that can become rituals for your family and help signify the event. You won't have to start from scratch every time if you already have a plan. – *Miriam*
- 20.** The day before a dinner party, set the table with the place settings and decorations. This will help you to see if anything is missing. It will also help you to relax so you can concentrate on the food preparation.
– *Brenda*
- 21.** Photograph this year's decor for next year's decorating. Take pictures of the inside and outside decorations and store them with your decorations. – *Carolyn*

Home Office

- 22.** Think twice about what you bring into your home office from networking meetings and events. Are you really going to contact that person on the business card? Use that sample product or logo pen? Read that brochure? Attend that event on the flyer? Designate a container or drawer to collect such things, but purge it regularly – don't let it overflow! – *Hazel*
- 23.** For a home business office, consider hiring part-time or virtual help for some of the tasks that you procrastinate. – *Kit*
- 24.** Make your home office an attractive environment with personal touches and decor. You won't mind spending time in a nice space. – *Leigh Ann*
- 25.** When you think of a new project, create a folder to collect all of the materials you are saving for it. Then schedule it! – *Miriam*
- 26.** Set up Work Stations for mail sorting, filing, bill paying, reading, personal computer, etc. Depending on the Work Station, clear it nightly. – *Brenda*
- 27.** Use hanging files, vertical files, shelves and the back of doors to avoid piles of paper on surfaces. – *Carolyn*
- 28.** Corral all those cords using little girls' pony tail holders, the ones with the balls on each end, as tiny bungee cords. You can even hook two together to get longer ones. – *Elizabeth*

Kitchen

29. When you move, label the outsides of cabinets and drawers in the new home until people learn the new arrangement. Or use photos of the insides of cabinets and drawers for temporary labels. – *Kit*
30. Clean as you go. – *Leigh Ann*
31. Don't buy food that isn't good for you. That way you won't have to store it or be overly tempted. – *Miriam*
32. Position like items together in the pantry for easy retrieval and replenishment. – *Brenda*
33. Use wire racks inside cabinet and pantry doors to increase storage space. – *Carolyn*
34. Write the page number of your favorite recipes on the inside front cover of your cook books. – *Elizabeth*
35. Store seldom-used items, such as vases and holiday dishes, up high, down low, and in other less accessible storage spaces. Reserve the easy to reach *prime real estate* for things you use often. – *Hazel*

Paper

- 36.** Keep a trash can, recycling bin and paper shredder within reach of your desk and schedule 15 minutes a week for filing. – *Leigh Ann*
- 37.** Keep all items to read in one place – books, magazines, newsletters, research etc. Then schedule regular reading time. – *Miriam*
- 38.** Limit magazine subscriptions to those you love. Highlight or tear out those articles of interest to you. Recycle the magazine. – *Brenda*
- 39.** Purge papers from your folders and filing cabinet once a year.
– *Carolyn*
- 40.** Get off credit card mailing lists by calling 1-888-5-OPTOUT, 1-888-567-8688. Yes, this is safe; the number is on the Federal Trade Commission web site. – *Elizabeth*
- 41.** For quick de-cluttering, use banker's boxes with lids for sorting papers into broad categories. Label the boxes clearly and stack them in the corner. (Put the one with current projects and bills to pay on top!) You still have some sorting, purging and filing ahead of you, but you can start enjoying your clear desktop or counter space immediately.
– *Hazel*
- 42.** If you're an OOSOOM (Out of Sight, Out of Mind), consider transparent file folders and other containers that will keep things contained but allow you to see them – *Kit*

Time

43. Batch tasks together to accomplish more. Making 6 calls in a row takes less time over all than if the calls are scattered throughout the day.
– *Miriam*
44. Prioritize your To Do List and allow some extra time for the unexpected.
– *Brenda*
45. Schedule your free time. – *Carolyn*
46. Never leave the doctor, dentist, hairdresser etc. without making a follow up appointment and writing it in your calendar. – *Elizabeth*
47. Schedule your To-Do's on your calendar. The tasks on your list stand a *much* better chance of getting done if you decide *when* you are going to do them. – *Hazel*
48. Put fun in your schedule. It reduces stress and makes you more efficient when you go back to the work at hand. – *Kit*
49. Keep only one calendar, electronic or hard copy. – *Leigh Ann*

And Finally

50. If you need more help getting organized or implementing these tips, contact one of the PONM members listed on the next page.

Katherine D. Anderson, CPO-CD®

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Anderson Organizing Systems

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Kit brings 35 years experience to her clients, including experience with ADHD, mood disorders and hoarding behaviors. She has trained professional organizers internationally and taught at universities and colleges. Truly understanding the problems her clients face, she offers help for individuals and groups through organizing, coaching, seminars and consulting.

Elizabeth Tawney Gross, CPO®, CPO-CD® www.org4everyday.com

Organizing For Everyday, LLC

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Elizabeth develops individualized organizing systems teaching clients how to get and stay organized. After listening attentively she provides confidential, caring, compassionate assistance whatever the level of disorganization. Elizabeth can help you with your clutter whether it's a small stack, small business, home office, kitchen, garage or the whole house.

Leigh Ann Hensel

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Buying Time...Organizing Solutions

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Leigh Ann specializes in listening, observing and customizing solutions for your organizational needs in your home or work environment. She provides hands-on organizing or a written plan of action for you do-it-yourselfers. Leigh Ann also teaches Time Management, Project Management and provides training and coaching sessions.

Miriam Ortiz y Pino, CPO®

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More than Organized

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Miriam writes the Streamlined column for the Albuquerque Journal Sage supplement. She is an organizer, simplicity expert, blogger, speaker and coach who loves to help her clients create systems and routines that allow them to experience their work and lives streamlined. Miriam is a Golden Circle member of NAPO.

Brenda J. Steele

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Steele Organizing Solutions

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Brenda assists clients with creative solutions in organizing their homes and time. With a degree in library science, she can guide others through the maze of clutter focusing on categorizing and maintaining order. She encourages her clients to SMILE: Simplify Life, Manage Time, Initiate Change, Lighten Load, and Eliminate Clutter.

Carolyn Taylor, PO

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Organize Your Life

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Carolyn has been in business since 2001 and specializes in senior relocation, space planning, organizing kitchens, garages, closets, custom closet design and installation. She has received certification in real estate staging of vacant or occupied homes and interior redesign.

Hazel Thornton

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Organized For Life

505-242-6762

Hazel is the only organizer in New Mexico with a background in both Engineering and Fine Arts. So what? She can design an organizing system that works for you, and give your space that designer look...without the designer prices...using what you already own!