

YOUR FAVORITE NEWS

...where order prevails over chaos!

MARCH 2008

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Come Out of Your Closet!

Well, your closet clutter anyway! The week of **March 23rd – 29th is Clean Out Your Closet Week** – get ready with My 10 Favorite Closet Clutter Busters!

My 10 Favorite Closet Clutter Busters

10. If it don't fit, it don't get a hanger!

Don't panic! Sort clothes that don't fit in containers labeled like this:

- + 5 lbs.
- + 10 lbs.
- -5 lbs.
- -10 lbs.

9. Where's the...? Can't find the other sock? Or the dress the sparkly belt goes to? Or the...I'm tempted to save these items too, but eventually you have to cut that cord, or belt. Hang a basket near your dryer – put all solo socks there.

8. Clear? Clearly. Storing items in clear containers will help you see the items immediately, making it much easier to locate things quickly. Can't afford new? Use shoeboxes, but take a picture of the contents and tape outside the box.

7. Got Slippage? Use rubber bands! Wrap a rubber band around the ends of your hangers to keep straps from slipping.

6. Get the Hook-Up, Yo. I LOVE hooks! I use them everywhere I can. They help you keep items up off the floor, utilize wall space, and allow for immediate access to more items. Purses, belts, and hats are all perfect for hooks.

5. Location, location, location. Sort your clothing and other items into like categories. There are many ways to sort them, find out what works for you. Sort by season, color, style (short/long sleeve), purpose (work/casual).

4. Kick out your wedding dress! Still got your wedding dress taking up space in your closet? How about a graduation gown, Halloween costume, or other bulky item? Store sentimental clothing items outside of your bedroom closet, store them with other nostalgic items.

3. A tisket, a tasket, use a lot of baskets! Sort your clothes BEFORE tossing into a basket. Use different baskets for dry-clean, hand-wash, whites, colors, and to-be-mended.

2. Flat hangers. Need I say more? Yes, they now have flat hangers that don't slip. Check out Bed Bath & Beyond for their line of ultra slim hangers (\$10/10-pack).

1. One In/One Out. Never forget, to prevent clutter, the Cardinal Rule of Organization, if one item comes in, another must go out. ★





The Procrastination Prevention Plan

Monday Morning's Success is Determined By Sunday Night.

No matter what doesn't get done on Sunday, promise yourself you'll start the work week with a clean slate. Cut those veggies, pack the lunch, make sure your clothes are ready, you can even fix your smoothie the night before too (just be sure to refrigerate it).

Tuesday: Take On A Goal Day.

It's a little known fact that Tuesday is the most productive day of the week. Use this under-used day as the one to start bigger projects.

Wednesday: Water Your Gardens.

Just like a garden, relationships need to be watered. They can get by during a drought, but they will eventually die without water. Don't put off this important task, and don't put it off until the weekend when it can easily get forgotten with the rest of your to-do lists.

Thursday: Tame Your Mail Day.

Toss the junk mail before it ever sees your inbox. File what needs to be filed, shred what needs to be shredded. This way your bills are ready to be paid over the weekend and you avoid overspending.

Friday: Favorite. Favorite. Favorite.

Don't put off treating yourself any longer. Celebrate the end of a long week. On your way home from work, treat yourself to 3 of your favorites:

- Favorite movie
- Favorite candle
- Favorite cocktail
- Favorite ice cream
- Favorite book
- Favorite candy bar

Saturday: Stop Procrastinating Now!

The journey of a thousand miles begins with a single step. One reason we procrastinate is the task seems too daunting. Break it up into smaller manageable tasks. Give yourself worthy rewards upon completion of each item. Now that I have DVR, I like to skip watching my favorite shows during the week. I might push really hard through the commercial and sit down to watch the show, but at the end of an hour, I've gotten quite a few things done. I like to record concerts and things that I can listen to while doing other things.

On Sunday: Say, "No."

When you notice yourself continually pushing a task into the low-priority category, re-examine the purpose for doing it at all. If you realize that you really don't intend to do something, quit telling yourself that you will. That's procrastinating. Tell the truth and drop it. Then you're not procrastinating, and you don't have to carry around the baggage of an undone task. ✨



March's Events

March 3, 2008

Organize Your Home Office Day

March 9 – 15, 2008

National Procrastination Week

March 16 – 22, 2008

Clutter Awareness Week

March 23 – 29, 2008

Clean Out Your Closet Week



My Favorite Math

shot glass
 + cotton swab
 = envelope moistener

candle votive
 tealight candle
 + dried peas
 = candeliscape

2 tsp. white vinegar
 + 1 qt. warm water
 = window cleaner

plywood
 + old fabric
 = headboard

club soda
 + raisins
 = lava lamp

1 tsp. salt
 1 tsp. baking soda
 + 1 glass warm water
 = mouthwash



Serenity Now!

What do you do when your evil twin takes over your body and makes you an unreasonable monster? When life hands you a bunch of lemons, here's a few tips to help you make lemonade:

1. Identify the cause.

Are you really upset about what you just reacted to? Or is there an underlying reason for your anger?

2. Choose your response.

One of the few things we have control over in our lives is ourselves. Take advantage of this knowledge, and act appropriately.

3. Take action to calm yourself.

Inhale deeply through your nose, count to five, exhale slowly through your mouth, for another five seconds.

Visualize a calming scene. Think of a funny experience. Whatever it is, get your mind off the stressful situation at hand.

4. Face your stress – but wait until you're ready.

Be honest with yourself. The situation isn't going to be resolved by you getting stressed. Putting off dealing with it may only intensify the stressful feeling.

5. Make a plan.

Sometimes you can resolve a situation immediately, but sometimes it will take a number of steps. Get yourself together, make some notes, and plan ahead. An ounce of prevention is worth a pound of cure.

6. Take it one step at a time.

The journey of a thousand miles begins with a single step. Use this mantra to get yourself through difficult situations. Every stressful situation you face is easier to cope with when broken down into small, more manageable tasks.

My Favorite Sites

Can't find a zip code?

www.usps.com

Tax Questions?

www.irs.gov

Health Questions?

www.webmd.com

7. Be realistic.

Set reasonable goals that you can actually attain. If you continue to experience stress because you can't take the steps quickly enough, you've probably set your goals too high. Our culture is very independent, and we all want to be superheroes at everything we do. Strive for excellence, not perfection. ★



Home

Home life, as we know it, is no more natural to us than a cage is natural to a cockatoo.

- George Bernard Shaw

He is happiest, be he king or peasant, who finds peace in his home.

- Johann von Goethe

No one realizes how beautiful it is to travel until he comes home and rests his head on his old, familiar pillow.

- Lin Yutang

My second favorite household chore is ironing. My first being hitting my head on the top bunk bed until I faint.

- Erma Bombeck

Clutter Cam

Before & After - Office



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