

IN THIS ISSUE, WE WILL DISCUSS:

- \* SIMPLE HABITS TO HELP ORGANIZE YOUR LIFE
- \* ORGANIZING YOUR STUFF WHILE LIVING OUT OF A SUITCASE
- \* ORGANIZING YOUR BEDSTAND



ORGANIZE YOUR LIFE!

SIMPLE HABITS TO HELP ORGANIZE YOUR LIFE

Most people will tell you that every night it seems that it takes them longer to get into bed and asleep, and in the morning they are running around trying to get out the door. Below are eight simple habits to help alleviate your evening and morning chaos.

Things to do before you go to bed at night:

**1** Have a pad of paper and a pen in your bed side table if you always have a lot going through your mind before you go to bed at night. This is invaluable as each night you can journal your thoughts. Modern wisdom says once you get them on paper, they will be off your mind and you will sleep better. Some people have their most brilliant ideas right before bed – hopefully you will too. Remember to try and write clearly so you can read your most inspired thoughts the next day!

**2** Have all of your personal effects in one place so that you can find them quickly and painlessly when you get ready for bed. For example, your toothbrush, tooth paste and toothbrush, facial wash, facial cream, medication, and mouth guard should ideally be in a cabinet or drawer in your bathroom. Easy to reach – Easy to use.

**3** Put out what you are going to wear tomorrow the night before. It's always good to check the weather to see what the temperature is going to be. Go to:  
<http://community.seattletimes.nwsources.com/weather/>

**4** Look over your schedule to see what your tomorrow holds in store. Put anything that you will need into your briefcase or bag, such as directions to meetings, paperwork, or a change of clothes for the gym.

**5** Prepare and pack your lunch before bed. If you are worried you will forget it in the morning, put a reminder on your calendar/electronic organizer. Soon grabbing your lunch on the way out the door will be a habit.

**6** Be sure that every electronic device - phone, palm pilot, Ipod - is ready for the morning by plugging them in and charging them. If you don't have a "station" set up for all of the devices, find a place in your office or kitchen where you can put all of them. That way it will be an automatic action for you to plug in your devices each night.

# SIMPLE HABITS TO HELP ORGANIZE YOUR LIFE

**7** Put your keys in the exact same place every night, as well as your hand bag or wallet. For men, I suggest a valet -a fashionable box for the dresser- <http://tinyurl.com/lfv59>, and for women, I would use a hook in your bedroom closet, or coat closet. If you use briefcases or handbags, keep them nearby on a wall hook so you don't forget them! Here is a great website for decorative hooks your can use in your office space: <http://tinyurl.com/lw9kv>

**8** Make a thorough list if you are forgetful and tend to leave something behind every single morning. Purchase a white board or chalk board and put it in a prominent place. Chalk boards have gotten stylish, here are a few examples:  
<http://tinyurl.com/madbp>  
<http://tinyurl.com/hjfvv>  
<http://tinyurl.com/nhhae>

This list will help you remember all of the things you need to take with you in the morning. Keep in mind the list may change from day to day depending upon if you have kids, or a doctor's appointment, so you will need to keep it up.

Below is a sample list

- handbag and wallet
- work badge
- keys
- lunch
- paperwork
- cell phone
- Paper planner/electronic organizer
- Directions
- Mail and packages to post
- Friend's books you need to return
- Library books

Try these eight simple steps each night and see how easy your evening and morning routine goes!



**LESLIE STRAKA**

Cell: 425-922-3760 • Fax: 928-223-8938 • [leslie@personworks.com](mailto:leslie@personworks.com)

# ORGANIZING YOUR STUFF WHILE LIVING OUT OF A SUITCASE

Life is full of change, but that doesn't have to lead to chaos. Perhaps you have sold a house, and have not found the new one. Living out of a suitcase can be a very scattered experience. Getting organized can make you feel grounded and in control while you get settled in your new home. Usually, in this type of situation you only have the bare essentials, while the rest is in storage. How do you keep organized during that transitional stage? Below are some tips to keep you functioning in an organized way:

## THE STUFF TO KEEP MOST ORGANIZED!

- paper work (mail, bills to pay, catalogs)
- medication (make sure you have enough of each medication for a month before moving). Perhaps invest in a weekly pill minder to organize all of your medications
- clothes + shoes
- toiletries (make up, grooming supplies, feminine products, hair products, and first aid)

## THINGS YOU SHOULDN'T BE CAUGHT WITHOUT!

- Zip lock bags –These little gems are a fantastic tool to use for small items that are all over the place, such as makeup, curlers, parts for an electric razor that like to fall down the drain, and extra rolls of dental floss.
- Plastic file box <http://tinyurl.com/qvlbo> – To hold all of your paper work. The worst thing that can happen during this transition is not paying your bills on time, or losing pertinent documents you may need to purchase your new home. Keep an organized filing system and be consistent with keeping it up. (Don't forget to forward your mail to wherever you have moved!)

- Collapsible Laundry hamper (<http://tinyurl.com/levuh>) This space saver is for your dirty clothes. You probably already have one that is packed away in storage, but don't worry you can give one of them away later! It is better than having your dirty clothes all over the place, and will make you feel more at home.
- Bins – Shoe boxes are a great thing to use, if you don't want to spend money on custom bins. Shoe boxes are the perfect container for most bathroom items. However, if you don't already have organizing supplies that are packed away, I suggest purchasing some! Here are some examples:  
<http://tinyurl.com/pwgmz>  
<http://tinyurl.com/qn7xp>

**ONCE YOU MOVE IN!** - Be sure to actually unpack what you brought with you. Don't keep packing everything away each and every day, or shoving it back into your boxes/suitcases. Make a place for each item, this will help you feel a sense of being settled –it's always good to know where your toothbrush is!



# ORGANIZING YOUR BED STAND

Dear Leslie,

My bed stand is covered with too many

books. AM I HOPELESS????!!!

- baffled by my books

There lot of avid readers out there, my husband and I are two of them, and you may be one also. Unfortunately, loving books can lead to clutter. In fact, I recently had a husband and wife who needed help with this very problem. Together, we created two separate systems; one to suit her personality and one to suit his.

One thing she was clear about was that she didn't want her books anywhere near her bed anymore, so we decided to put them into her office. From observing her and asking questions, I determined that she was a visual person, and she was also very organized. To build on these positive traits, we came up with the following system.

In her office, we created the following categories:

- Books that have been loaned to her from friends,
- Books she had borrowed from the library,
- Books she had purchased, and
- Books she planned to sell at a book store.

We used these categories to address the fact that some of the books had a time limit of how long she could hang onto them. Each book category had its own dedicated book shelf. After we organized them by who they belonged to, we put the ones she wanted to read first on a highly visible shelf. Each time she finishes a book she owns and doesn't want anymore, she puts it into the bin on the book shelf that is for books to sell. When she's done reading a book from a friend, she puts it into her out box. This is also where library books go when she's done reading them. As for the books she wants to keep, we kept those on another shelf organized by the type of book. For example, all novels go in one place, while non-fiction books are put in another section.

I also suggested she start putting a due date on the calendar of when to return the books to her friends and to the library. Organizing her books on separate shelves was a great visual tool for her. Not only did it remind her of what she books she had, but also what had to be returned in a timely fashion. Now instead of the bedroom floor, the book cases in her office are used for storing her books in an organized fashion.

For the husband we created an entirely different solution uniquely suited to his personality. He is a fanatical reader, focusing his energies on a variety of materials from magazines to catalogs to books. They all were resting at his bed side, collecting dust. Occasionally, he would let his wife conduct a "sorting session" where they would end up tossing out almost everything- except the wood workers magazines. Month after month this happened.

In our meeting, I sat down with him to discuss what we could do to remedy the situation. He told me he wanted to keep all the reading material by the side of his bed, so that he would remember where it was. To stick to this request and his desire to get organized, I suggested we contain the books and magazine. Since I knew he was passionate about wood working, I suggested that he find some beautiful wood and build a simple wooden box for the side of his bed to hold all of his reading materials.

That way he could keep all of his reading effects close at hand, but it would at least be in one place and have a nice stylish look. He also agreed to have a "sorting session" with his wife once a month so that the magazines, catalogs and books wouldn't pile up again.