

ORGANIZE YOUR LIFE!



HAPPY 4TH OF JULY

IN THIS ISSUE, WE WILL DISCUSS:

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by Janet Gilman

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space

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PDA Pointers

by Janet Gilman

Hi. I've been busy finding new cool programs for my Palm, and thought I'd share them with you. Some of them are incredibly useful, and some of them are just for fun.

HealthFile Plus (<http://www.wakefieldsoft.com>) is a program that allows you to keep all of your health records in one place for all of your family members. There are a total of 15 areas for you to put your information in which range from Allergies, Surgeries and Medications to Vaccinations and Family History. I have found this remarkably useful. I have for example, recorded all of my daughter's vaccinations and the dates that they were given. So the next time a school or camp needs the information, I don't need to get it from the doctor's office.

Another program I found that I use a lot is called BigClock (<http://www.gacel.de>). It is freeware, and is a great Clock, Alarm and Timer. It also allows you to keep two time zones at the same time, and the timer is great. There are four alarm settings, and you can associate a different alarm tone for each one.

Like I mentioned, not all of the programs I use have really practical uses. Some are just for fun. Colorize is a freeware program for Palms that are in color. It allows you to change the color scheme of the programs on your PDA. You can choose from the 29 color combinations or you can make your own.

It helps personalize the handheld, and is just fun to play with. I change the colors to match my moods all the time!

I also have a lot of games to help pass the time. Some of my favorites are P-Jongg (<http://home.pacific.net.sg/~kokmun>), which is primarily a matching game using Mahjong tiles, Bejeweled, an award winning game (<http://www.astraware.com>), and Mega Bowling (<http://www.megasoft2000.com>) which simulates a bowling alley.

Besides all of these programs that I shared with you, when you visit their sites, you'll see all of other programs that these companies have that might be interesting, sound like fun or that you might just want to play with. Most have demos that you can download, so enjoy.

I hope you have fun trying out these new programs, and coming up with new ways your PDA can help organize your life and have fun at the same time.



7 STEP BY STEP DIRECTIONS TO DOUBLE YOUR CLOTHES CLOSET SPACE



It's summertime, and that means that shorts, swimsuits, and flip-flops that you haven't seen in nine months are headed to the front of your closet. A change of seasons is always a good time to update your storage, and these simple tricks will spiff up your closets in no time at all. If your kids are at home and bored, you can use them as assistants--make a game out of it! Set a date for a grill out or a party as an incentive. That way, you'll have a fire under your bottom to get the task done before the guests arrive so you can show off your house with pride.

Step 1

You'll need about four hours to transform your closet. If you're working during the summer, make an appointment in your calendar. If not, put a note with the date on the refrigerator or family calendar.

Step 2

Decide which closet you will be tackling: the children's closet, the linen closet, and your bedroom closet are great choices. This may sound simple, but for some people the hardest part of the project is focusing effort on only one closet. Don't make the mistake of trying to do all your closets at once!

Step 3

Take everything out of the closet and spread it out where you can see it. Don't worry about the mess you're making—that's why you're only doing one closet at a time! Pull a few sturdy cardboard boxes.

Step 4

Go through each item in the pile. If you've worn it in the last 12 months and plan to wear it again, put it to one side. If not, put it in the box.

Step 5

Put the box in the car. It's going to Goodwill, and don't let anything get between you and them. *Helpful note: Goodwill can use any clothes, no matter how beat-up or out of date!*

Step 6

First, line up all pairs of shoes across the floor of the closet. Next, pull each pair of pants out of the pile and fold or hang them together. Repeat this process with skirts, shirts, and every other type of clothing. This helps you in three ways. First, you can see if you have more of one kind of clothing than you need—like too many pairs of black pants. Second, you can easily see what you still need, which makes shopping more efficient. Finally, it will help you pack better, as we'll see later in this newsletter.

Step 7

Now remember the rule: every time you buy something new, get rid of something old. If it's not your closet, now is also the time to teach the closet's proud owner about the new system. Show them where everything is so they know where to put it back.

Congratulations! Your new closet should have loads of room and be easier to maintain. And if you're feeling inspired, don't stop at one—you can probably do another in the same day!

GOODWILL VS. GIVE

Everybody wants to know that their possessions are going to a good home, and nobody wants to throw things away. Some people hate to lose the memories associated with the object; others feel like they want to get their money's worth. No matter what the reason, it's just plain difficult to let your stuff go. So you decide to give it away. I like to call this the "adoption option".

Unless it is an antique, or a known object of someone else's affection, this is a big blunder. Here's five good reasons why:

1. You are passing on your clutter to someone else. After all, you're getting rid of it to reduce your own clutter, right?
2. The person you intend it for might not want it. It's a lovely thought, but you're putting them in a pickle if they don't want to hurt your feelings by rejecting it. And no, saying "it doesn't bother me if you don't like it" doesn't solve this problem!
3. You will underestimate the hassle of getting it to them. Just think about how long it takes you to return a book that you've borrowed from a friend!
4. You'll forget about it, and wind up with another pile of mess to clean later.
5. It becomes an excuse to keep you from finishing your job. You won't feel a sense of completion until your friend picks it up, and that can take forever.

So when is it OK to hang on to something, and how do you do it right? Here are the things it's OK to save for others:

- Antiques
- Objects with strong family memories, if the recipient has expressed an interest in them
- Items that you know they have a specific use for right now—like baby clothes for your friend with a newborn
- Any object that someone has asked you for without being prompted

If you are giving something, remember to set a short deadline for when the giving occurs. If it's still there in three weeks, it should automatically go to Goodwill! Even I make this mistake sometimes—we still have bed rails in our garage because our neighbor expressed an interest in them three weeks ago! If this is causing you too much grief, contact me and I can coach you through it. Remember that less is more!



PREPARING TO PACK & TRAVEL FOR A SUMMER GETAWAY

One of my favorite things to do is travel. After many overstuffed suitcases and repeated trips through the metal detector, I have mastered how to pack and how to get through the airport chaos. I too was guilty of packing cute shoes for every outfit. (Yeah, they looked great, but my feet suffered!) Here are some very important rules to follow when traveling by plane:

1. Check the airline's web site and make sure your plane is on time. You can also call, but this usually takes longer and isn't updated as often.
2. Figure out your departure time from the house: Plane departure, minus travel to the airport, minus 30 minutes for parking, minus 90 minutes for checkin, minus 90 minutes more if it's international. If you have kids, subtract another hour for unexpected surprises.
3. Before beginning to pack, check <http://weather.com> for the forecast at your destination and plan accordingly. I once traveled to Seoul counting on the weather being warm and froze!
4. The basis of my travel wardrobe is: one dressy outfit, one pair of pants, casual tops for as many days as you need, and two pairs of shoes (one dressy and one comfortable). Adjust for your tastes, but don't forget to have something comfortable and something dressy.
5. Roll all of your clothes. Believe it or not, this fits twice as much as folding and prevents fold lines. Try to pack wrinkle free items so that you can wash them in the sink and hang to dry.

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6. If it's a very special trip that you expect to bring back gifts from, save lots of room! We spent half a day in Cairo trying to figure out how to ship 85 pounds of gifts and framed pictures back to our house.
7. Never pack more than you can carry by yourself. Two bags and a satchel or purse is usually the limit. This gives you a large and small carry-on and a checked bag as well. After all, if you can't carry your own bag, who will? Your friend or spouse may not be able to assist you in a busy airport or on the plane.
8. If possible, fit everything into your carry-on. If you don't check your bag, you'll save half an hour at baggage claim on both flights, and there's no chance of lost bags. If you do this, make sure not to overstuff your carryons (they won't let them on board) and make sure to board the plane early (or there may not be room overhead).
9. Be sure to get cash (in the local currency if necessary) at the airport before you leave. You'll be using a local ATM on familiar turf, instead of trying to figure out a strange ATM while suffering from jet lag. And remember, most taxis do not take credit cards.
10. Always "tag up". This means that you go to the departure gate before you go to buy snacks, pick up a book, or roam around the airport. You'll find out if the terminal has changed, and you'll know exactly how long it will take you to get back there.
11. Here's the master list of everything you should carry on the plane with you:
 - Tickets, passport, id – easily accessible, so they can check them quickly.
 - A single piece of paper with times, confirmation numbers, phone numbers, and addresses for everything: hotels, rental cars, flights, camel treks. You can store them in your PDA, but if it's an important trip, keep a paper backup.
 - A pair of socks (if you tend to get cold on the plane)
 - An inflatable neck pillow (inflatable ones stow smaller than the bean-bag kind)
 - Earplugs (if you're a light sleeper). Get them at the drugstore or Home Depot; they're much cheaper there than at the airport!
 - All of your medications – if your bags are lost, it can be a nightmare trying to refill prescriptions, especially if you are in a foreign country
 - Food – do I really need to explain this one? Expect to be served something inedible on the plane, or nothing at all.
 - Bottled water – be careful when you open it. I once opened a bottle of plain water and it exploded all over me and the lady sitting next to me!
 - A pair of underwear—if your baggage is lost, you'll be miserable without it
 - Facial wash packets, if it's a long trip
 - Make up
 - Cleaning packets for accidental stains on clothes. Spills always happen on planes!
 - A good book or a PDA with books downloaded on to it (Be sure to bring plug to keep it charged). Bring extra reading material if you're traveling where English isn't the primary language.
 - Wall adaptors, if traveling overseas
 - Cell phone and charger— if you are going out of the country be sure to program 112 into your phone. This is the international emergency number. It is like 911 but it works from any cell phone, nearly any where.
 - A photocopy of your license, credit cards, and passport. Just tuck this in your carry on bag and leave it there between trips so you don't forget it.
 - First aid pouch should include:
 1. Pepto Bismol tablets – they take up very little space
 2. antiseptic band aids – get rid of the box to maximize space
 3. aspirin, Tylenol, or Advil – you can get a small tube or pill box for these
 4. Sinutab – if you have trouble with you sinuses – they lay flat and take up very little space
 5. hand wipe packets – these also lay flat

Don't forget to make arrangement for your animal friends (pets) with a pet sitter or a kennel. Visit my friend Martha Norwalk's website for the best referrals: <http://www.marthanorwalk.com>



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