

ORGANIZE YOUR LIFE!



IN THIS ISSUE, WE WILL DISCUSS:

Looking Back on Things and Letting them Go

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The Perfect Gift

Collections



LOOKING BACK ON THINGS AND LETTING THEM GO

The other day I went through a bunch of boxes that had not been unpacked due to our remodeling on our home. I had so much fun looking through each item, having a memory and then letting it go. Rekindling that memory was very special for me. It also allowed me to say goodbye, but remember. The items are now going to children's hospital to children who can create new memories with them. The key to my success of letting go of the clutter was a couple of things combined:

Being Ready

I would not have been ready a year ago to let go of my childhood items. However I knew it was time, I had a surge of energy and could not wait to go through it and get rid of it. Sometimes you may go through the items a few times before you can get rid of most of it. That is ok. Gradually you will if you keep the momentum up of sorting through it and getting rid of things. Take for example your closet. Every six months, you go through your closet and get rid of ratty old sweaters, outdated shirts and pants and worn shoes. This not only gives you more space in your closet, but room to purchase a few new things. It is an ever on going process that you will be doing for the rest of your life.

Rekindling the Memory & Enjoying the Item one Last Time

This involves taking each item looking at it, and remembering what it meant to you at one time. This could be a childhood toy, a card, a random item that makes you remember your first sweetheart like a toy he/she won you at the fair. Enjoy the memory, take the time to remember, relish it and then let it go. Remember, the likelihood of you opening that box again is no very likely. Isn't it better to rekindle and let it go?

Saying Goodbye

Having a little ceremony and saying goodbye to your things is a very important final step. It readies you for letting it go, and there are no regrets. This is not a literal goodbye ceremony (of course you can have one, my friend did one for her college car when it finally went kaput), but it is a mental goodbye, a readying for letting it go.

TIPS TO NEVER BEING LATE FOR AN APPOINTMENT

Give yourself an hour to get there. There is no excuse for being late when doing business. Always arrive at least fifteen minutes early for an appointment. Bring work with you or something personal along with you. Here are some examples of how some fellow readers use their time effectively:

"I always bring my scrap booking tools with me where ever I go. That way when I have time to kill, I can get shapes cut out and ready to install in the scrapbook when I get home."

"I have extra books downloaded onto my PDA. I love this feature, it doesn't require me to carry a huge purse, but I can have a copy of Dr. Zhivago!"

"I write a lot of thank you notes to clients, so I take them with me. I make sure to bring stamps!"

"I'm a graduate student, so I don't have time to not be working on papers. As a result I purchased a key board for my PDA. Now I can finish a paper just about anywhere."

As you can hear the options are endless. It just takes a little creativity! The other key is remembering to bring the entertainment with you!



THE PERFECT GIFT

We celebrate momentous events, birthdays, holidays, anniversaries and much more. Generally for each occasion one has to find a gift. So how does one determine a good gift versus a bad gift? A good gift is something they actually use or get great joy out of. This can range from a visual gift like a framed piece of art the friend or family member once noted as liking to a gift certificate to a favorite restaurant or spa. A bad gift is getting something for someone that you like or you think they may like it. I like to call it buying on a whim, because it suggests that one did not put enough thought into it. Unless you have a magical talent of always buying the perfect gift; how can you be sure of what your friends or family members really want or need? You find out what they want or really need by asking. If the friend or family member attempts to brush it off and says, "Oh, you know what I like or surprise me," then you need to emphasize that you want some ideas. Tell them that it is important to you to give them something that they will genuinely love. If they are still inclined to let you figure it out, you can listen and observe carefully. For example, when spending time with that person such as shopping be aware of what they comment on be it negative or positive. If you have something in mind give hints that you may purchase this for them. That way if they wrinkle their nose you know it is a bad idea. You can read their body language to find them the perfect gift. If you don't see this person that often, converse over the phone about things you saw at the store. See what he or she says and take it from there.



There is a reason buyers are so good at their jobs, they watch and observe potential buyers. Another safe gift is to get them a gift certificate. This may seem impersonal and like taking the easy way out, but it isn't. The truth is people really do appreciate them and use them. The key is to be sure not to get the mother of three a gift certificate to a spa. While this seems like a great idea, it is probably next to impossible for her to get the time off to go! You can also consider buying them something that you know they would wind up buying for themselves anyway. If they're wine drinkers, a nice bottle is always welcome. If they're reading Harry Potter Book #2, buy them #4 (they may have #3 already!). If they have kids, a set of movie tickets for the whole family is a nice idea--or two movie tickets and a few hours of babysitting if you really want to be a hero!

The bottom line is that you need to listen to your friends and family members. If you do you will enjoy the process so much more. Purchasing the right gift is a true talent and one you can learn if you keep your ears tuned in and your eyes open!

COLLECTIONS

I have been to many homes where there is some sort of collection. It ranges from Hummel figurines, to lions to dreidels. While some small collections are nice, they create a huge problem.

- They encourage bad gifts, you tell someone you love frogs and the next thing you know you are being surrounded by Kermit the frog to a point that you hate the look of his face. You will receive gifts like a velvet frog painting that no one in their right minds needs or wants, but your friend or family member saw the frog and just had to get it for you.
- They over take your precious space and make your room look and feel cluttered.
- Every time you go to dust, you have to move them
- Every time you move you have to pack them
- How can you appreciate the collection when you have so much you can't see any of it?
- You receive some as gifts and you don't have the heart to give them away, so you stow them in your already over stuffed closet.
- Too much is never a good thing

THE SOLUTION:

Spend the money on something that brings you joy like a trip, a fancy restaurant, tickets to a favorite venue, your retirement.

Take a look at your collection of red Christmas bulbs and pick out your very favorite - this should only be half of the collection. Donate or sell the rest on eBay.

Pick up a healthy compulsive hobby like going for walks with your significant other or if you are single by yourself.



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