

# aTidySolution

Because you are not your clutter!

## Tidy Tips from a Professional Organizer

- 1. POST YOUR GOALS.** Think about *why* you want to get organized. Write down how you want the area you are organizing to look & feel, then post it in the area you're working on. If you get discouraged, refer back to the list & keep that goal in front of you!
- 2. BE PREPARED.** Start the project with supplies you will need, such as a label maker, sorting boxes, trash bags, paper shredder and file folders. Write down items you will need as you organize, but don't leave the house to get them.
- 3. START SMALL.** Don't overwhelm yourself by trying to organize large areas. Start with a drawer or a closet. You will see results faster and feel more confident about your organizing abilities.
- 4. USE A TIMER.** When you start a project, give yourself a specific amount of time, allowing about 15 minutes at the end of the session to clean up. Try to get the work done before time runs out. A ticking clock may help you make decisions more quickly and you will also see how much can be accomplished in a short amount of *focused time*.
- 5. SORT, PURGE, ORGANIZE.** Remove items you no longer need or want.. Sort remaining items into like categories and get items that don't belong in that area back where they do belong. Organize what is left in the space.
- 6. AVOID DISTRACTIONS.** Skip a stroll down memory lane when trying to get things in order. If you can not make a quick decision about an item, put it aside. Try to keep distractions like errands and phone calls to a minimum while organizing. Eat first and have some water while you work.
- 7. DON'T JUMP** from room to room or project to project. You won't be doing yourself any favors by trying to organize multiple areas. You'll just wind up with a lot of unfinished areas instead of one organized room!

## More tips...

- 8. DON'T SHOP BEFORE YOU PURGE.** Everyone wants to skip to the fun part...shopping! This causes many people to buy the inappropriate containers for their needs. This only adds to the clutter. Sort and Purge first and *then* shop for your storage containers.
- 9. GET A "CLUTTER BUDDY".** Team up with a friend who is also trying to organize and help each other stay focused. This technique is very helpful when dealing with clothes. You'll get an honest opinion about what fits and looks good on you!
- 10. HAVE FUN.** Play music, make labels, use funky containers. Everyone has their own organizing style. Have fun discovering yours!
- 11. REWARD YOURSELF.** Organizing is a tough job, so reward yourself when you finish a small milestone or a large one. A cup of coffee or a facial are good options.  
\*Don't reward yourself with a shopping trip to buy more stuff!

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**12. SOMEDAY NEVER COMES.** Have you ever cleaned up quickly when guests were coming over and scooped up the whole mess and thrown it in a closet? I'll bet you told yourself, "I'll put all that stuff away properly when they leave."

Did you?

Avoid putting items places "just for now"

That day never comes. Bite the bullet and do it right the first time.

**13. ASK FOR HELP.** Talk to your family and explain your organizing goals. Ask them to pitch in. Helpful information is everywhere. See "Support Websites" in this booklet.

**14. HIRE A PROFESSIONAL.** Whether you need someone to help you get started or just drag stuff to charity, Professional Organizers are the ones to call. Use the "Find an Organizer" option at [www.napo.net](http://www.napo.net)

Or visit [www.atidysolution.com](http://www.atidysolution.com)