



NEAT SPACES EZINE

Brought to you by Wendy Hollick, Professional Organizer

WHAT'S NEW?

I'm excited to announce that I've been chosen by Professional Organizers in Canada (POC) to receive the first-ever POC Ambassador Award. The Award honours a POC member who gives back to other organizers, is involved with his or her chapter, and devotes time and energy volunteering in the local community. Helping others restore balance in their lives is very rewarding, and I'm happy to support my clients, my colleagues, and my community in any way possible. To be recognized in this way means more to me than words can express.

You can now find NEAT SPACES on Twitter, Facebook, and LinkedIn! Connect with us on your favourite sites by clicking on the graphics at the bottom of this ezine.

Tips for Your Home

- ✔ If you have different sized sheets, buy them in different colours or distinctive patterns for easy sorting.
- ✔ When you wash the bed sheets, return them to the same bed, rather than wash, fold and put them away. You also give the bed a chance to air out.
- ✔ To prevent having to dig through the linen closet to retrieve matching sheets and pillowcases, store the folded flat sheet, fitted sheet and pillowcase inside the second pillowcase.

Tips for Your Office

- ✔ Don't allow paperwork to accumulate. File daily. Better still, don't put it down, put it away.
- ✔ Have a set time to dispense with your mail, and handle each piece of paper only once wherever possible. Answer it, scrap it, file it, or put it in a follow-up file for a later date.
- ✔ Have a specific part of the home (a desk in the den will do, or a closet) from which you manage the home. Locate your files here as well as payables, banking materials, computer, in-basket, books – and of course your personal organizer.

Tips for the Season

- ✓ Take advantage of technology. Put your Christmas card list on a database and run off labels. Consider designing your own cards. Or send electronic cards.
- ✓ Write the item and the name of the person for whom you bought the gift on the back of sales slips and keep them in a marked envelope to make returns easier.
- ✓ Schedule time for wrapping gifts, addressing cards, etc. Don't leave things until the last minute.

Tips for Your Life

- ✓ Take a one-week vacation from the TV set. If you don't go into withdrawal, you may find that you are actually enjoying life more.
- ✓ Intentionally schedule activities with family, friends so they'll conflict with your normal TV viewing time. It's easier to resist when you have something else planned.
- ✓ Review the TV guide with the family each week and mark into your planner those programs you intend to watch. Don't watch TV indiscriminately.

It's not too late to get organized before the holidays! If you need a little help with your holiday preparations or de-cluttering your home before entertaining, please send an inquiry email to neatspaces@cogeco.ca.

JOIN US



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