



NEAT SPACES EZINE

Brought to you by Wendy Hollick, Professional Organizer

WHAT'S NEW?

Wendy's Favourite Things are now on display at the Burlington and Oakville locations of [Solutions - Your Organized Living Store](#). Find out which products I recommend to my clients, and why I think they're so great.




Have you finished your holiday shopping?

Is there someone on your list who's really hard to buy for because they already have more stuff than they need? How about the gift of organizing? Our gift certificates are the perfect clutter-free gift and can be tailored for any budget. [Email us for details.](#)


Or how about an organized closet? Save up to 30% at the **Largest Annual Closet Sale** starting on December 15th. Check with your local [Solutions - Your Organized Living Store](#) for details.

Of course, the holidays aren't just about buying gifts, but about spending special moments with your loved ones. We know those moments don't just happen; they take a lot of preparation on your part, so this issue has some timely tips to help you spend less time fussing and more time enjoying the joys of the holiday season.



Tips for Your Home

-  Rinse the dishes and put them in the dishwasher directly from the table before the food dries.
-  If you keep plastic containers to use for leftovers, mark the tops and bottoms with the same number so you can easily match the container with the correct lid.
-  Hold a pantyhose leg over the vacuum cleaner nozzle to pick up Christmas tree needles without plugging the vacuum.




Tips for Your Office

-  The office is now mobile. Work is no longer a place, but a state of mind. With portable devices we can work anywhere. Maintain control. Add structure to your life. Have set times to check and respond to email. Schedule personal and family time as




well as work-related activities.

-  Recognize that you can't do everything. Spend more time identifying and working on the most important tasks and activities and less time trying to empty your To Do list.
-  Life is not measured in minutes and seconds, but in activities and events. This is not to say that time management is not important; but the emphasis should be on managing our lives, not our minutes. This involves having a personal mission, setting life goals, and freeing up time for the meaningful areas of our lives such as God, family and friends.

Tips for the Season

-  Make more purchases on the Internet and fewer in person. Shop by mail. Search out those companies who will deliver to your door.
-  Jot down what you receive from others. It can be embarrassing having to thank people for their "beautiful gift" when you have no idea what it was that you received, if anything.
-  Have a large garbage bag handy whenever it's gift-opening time.

Tips for Your Life

-  To ensure that out-of-town friends don't get lost and lose time (and their tempers) getting to your home, go to the outskirts of the city and dictate the directions into a digital recorder as you drive. Include landmarks and signs to watch for, when to change lanes, etc. Mail it to them on a CD, which they can return to you when they arrive.
-  Make up a follow-up file where you can put articles and ideas for next Christmas so you can review them a month before Christmas.
-  If we become so obsessed with the minutes, we may not enjoy the hours. Don't let the means become the objective. It's better to waste time than to waste life. Have a great and glorious day with your family, friends or other loved ones. And waste all the time you want to waste today. You have earned it. You deserve it. You may even need it. Merry Christmas.

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.



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