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## NEAT SPACES EZINE - JUNE 2008

Brought to you by Wendy Hollick, Professional Organizer

Great news for my readers in the Burlington-Oakville area - there's a new Solutions Store at Burloak Drive and the QEW! Pick up a copy of their spring flyer, and you can save 20% off your purchase of \$100 or more during the month of June - just in time for your spring organizing project or upcoming move!

### ON THE MOVE

If you're planning a home or office move this season, here are a few tips to *Simplify your life*.

- Make a list of everything you need to do before your move, then mark them in your calendar, working backwards from your move date.
- Unload items you won't be needing in your new location BEFORE you pack.
- Start your packing with things you know you won't be using until you've moved, e.g. seasonal and infrequently used items.
- Make sure that all boxes are clearly labelled with their contents and where they should be placed in the new location.
- Notify utility companies, banks, and other contacts about your change of address as soon as you have set a date.
- Schedule your office move to take place on or close to a weekend to minimize downtime.
- Back up computer files before moving, and pack the back-up disks with your valuables.
- If you're downsizing to a smaller home or office, be sure to take measurements of the new location so you don't end up with more furniture than will fit.
- If you're thinking of saving money with a "do it yourself" move, consider the possible cost of broken valuables and lost work time due to personal injury.
- Contact **NEAT SPACES** and take the worry out of moving or downsizing! We will sort, purge and pack your belongings, arrange and meet with movers, unpack, space plan and set up in your new home.

I hope you enjoyed this issue of the NEAT SPACES EZINE. Please feel free to forward it to your friends and colleagues.

If there are topics you would like to read about in future issues, please let me know!

I have sent you the NEAT SPACES EZINE because you signed up for it, or because we have corresponded before. If you do not wish to receive it, I will happily and cheerfully remove you from the list. At any time, you can reply and place the word "remove" in the subject header. Be confident that your name will be deleted immediately.

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