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## NEAT SPACES EZINE JUNE 2007

Brought to you by Wendy Hollick, Professional Organizer

**NEAT SPACES Professional Organizing Service** is proud to share with you our recent successes for the following Staged properties. To view pictures of 3 of these properties, please visit [www.brentcloss.com](http://www.brentcloss.com).

12 Kirk Braedon Rd. E. Etobicoke - **SOLD** in less than one week  
45 Tradewind Drive, Oakville - **SOLD** in less than 72 hours  
5421 Kindos St., Burlington – **SOLD** in 24 hours  
1178 Upper Wentworth St., Hamilton - **SOLD** in 24 hours

You can reduce the stress that goes along with moving by letting **NEAT SPACES** coordinate your relocation. We can help you with staging your home to sell it faster and at a higher price; sorting, purging and packing household items; and unpacking and organizing your belongings in your new home. For more information, email us at [neatspaces@coqeco.ca](mailto:neatspaces@coqeco.ca).

### THIS MONTH: TIME SAVING TIPS AND IDEAS TO HELP YOU GET YOU ORGANIZED AND MANAGE YOUR TIME

1. **Fold sheets in a pillowcase.** As soon as you pull sheets and pillowcases out of the dryer or off the line, place all matching flat sheets, fitted sheets and additional pillowcases inside one of the matching pillowcases. The entire set will be together the next time you want to use it.
2. **Create a to-do list.** At the end of each day, spend a few moments identifying and writing down the next day's tasks. Prioritize your list. Review your to-do list in the morning to get a good jump on the day.
3. **Where does this go?** The next time you ask yourself this question and do not have an answer, create a home for that item, find more of their friends and place them in their home together. *The definition of CLUTTER is POSTPONED DECISIONS.*
4. **Save your work often.** How many times have you been working on a letter or project and something on your computer freezes, closes or the power flickers off and on and you have lost your work? Saving your work often is a real time saver and stress reliever.
5. **The night before:** Picking out your clothes (and shoes) the night before saves a lot of time and anguish in the morning.
6. **Meal planning:** Try it, it works! Planning your meals ahead of time for the week not only saves you time, but saves you money and extra calories (no fast food needed if dinner is already planned and cooking). It also saves time in the grocery store as you arrive with a written plan and list in hand. Plan meals for Monday to Friday, keeping easier meals or prepare-ahead-of-time meals for the nights you know you have to run out in the early evening. If you or your family requires assistance starting this new routine, please give me a call. An hour together should get you well on your way to healthier eating. We can even do the grocery shopping for you! We are good cooks too!
7. **Save time on the computer.** Put all your favourite applications, internet connections, folders and documents on the quick launch bar.
8. **Frequently ask yourself** "What is the best use of my time right now?"
9. **Set goals.** Make them realistic, write them down, and review them often.

10. **It ain't over till it's over.** Your paper isn't finished until the last word is typed. The laundry isn't done till the last piece of clothing is put away. Do 100%. See your work through to completion.
11. **Stop and smell the roses** - enjoy life and all that it brings!

For help in managing your time, de-cluttering, paper management, meal planning and home staging, please contact us. To book our services, please send an inquiry email to [neatspaces@cogeco.ca](mailto:neatspaces@cogeco.ca).

"Aim to surround yourself with beautiful and useful things. Give yourself permission to let go of the rest. It is just taking up space and weighing you down."  
~Donna Smallin

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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