

MI Organizing News

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***This complimentary
issue provided by
your local NAPO-
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*"The Organizing
Authority"*

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Time Management

Below are some helpful tips for making the most of your time in 2005:

- Combine your social and business calendars and use only one daily planner system, be it either a PDA/electronic or notebook.
- Use a To-Do list to prioritize and keep track of important tasks. If you find yourself copying the same items to another day, outsource those items to a person who has the time or the means of completing the task.
- Start with three projects that you would like to complete and set a completion date. Keep yourself on target by breaking the projects down into smaller, more manageable steps and assign due dates for those as well.
- Many families find it useful to use a wall calendar to record schedules and activities for parents and children. Using a different color marker for each family member allows easy identification of individual activities.
- The New Year means a new calendar therefore one needs to transfer important dates from last year's. This is where your PDA comes in handy because you can easily adjust dates without re-entering data.

Pros and Cons of Getting Organized

Cons –

- Working inefficiently with not enough accomplished
- Feeling self critical
- Stress and overwhelm

Pros –

- More accomplished in less time
- Increased confidence in making decisions
- Reduced stress, with more opportunities to relax

**Need more direction, or want support in the process?
Call your local organizer: [Betty Huotari at 810-348-1772](tel:810-348-1772)**

Best Organizing Tips from Your Local Michigan Organizers:

- Use a family binder with dividers and place information like school schedules, association meetings, favorite menus, sports schedules, etc... – *Kathy Alessandro with KNA Solutions*
- Having smaller baskets or bins are a great idea. For example, if you place your spices in a small basket then you only have to pull one item out of cupboard, instead of 10 spice jars. – *Debbie Tebbe, Organized Happy Helper*
- Start with sorting things into categories. You should start any organizing project with three large boxes: Donations, Keep (but doesn't belong in this room), and Garbage. – *Betty Huotari, Logical Placement*
- Don't buy anything new unless you are willing to let go of something. – *Rita Wilhelm, Cluttergone*
- Focus on the process of getting organized rather than just the end result of being organized. Tackling the smaller components of the process will make getting organized more efficient and enjoyable – *Shannon Burdick, Shannon's Organizing Service*
- When moving, use grocery bags to hold contents of each drawer together. – *Michael Rose, Sort it Out*
- Disorganization is just a problem to be solved. It is not a character flaw. – *Debbie Stanley, Red Letter Day Professional Organizers*

Your NAPO Professional Organizer, [Betty Huotari](#) Can Help:

Professional Organizers help individuals and businesses take control of their surrounding, their time, their paper, and their systems for life. The National Association of Professional Organizers (NAPO) – The Organizing Authority, is your gateway to finding help.

A NAPO Professional Organizer will teach you the skills you need to solve a lifetime of organizing problems by designing systems and processes using established organizing principles. These organizing solutions are tailored to meet your organizing needs, now and in the future.

When you hire a NAPO Professional, you are hiring a skilled professional. NAPO provides its members with quality education, exposure to cutting-edge trends in organizing, the latest product knowledge, and access to top organizing-industry manufacturer.

With the help of a NAPO Professional Organizer, you can:

- Accomplish more at work and at home
- Meet important deadlines
- Find things faster
- Gain control of your surroundings
- Reduce clutter
- Improve quality of life
- Create streamlined processes.