



Enlightened Organizing

Monthly Newsletter April 2008

www.sabrinasorganizing.com

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This month, we will start to check off your to do list. We are continuing our conversation about awakening to the clutter around you from last month. If you would like a copy of the previous newsletter, please reply to this email.

Feel free to forward this newsletter to your friends and family!
Any feedback would be greatly appreciated!
Enjoy!
Sabrina Quairolì
Professional Organizer/owner

Quote of the Month

Happiness is not a reward—it is a consequence, Suffering is not a punishment—it is a result.

Robert Green Ingersoll

Source: Instant Quotation Dictionary

Spring time is the best time to start your "to do" (action) list. Last month, we discussed how to awaken to the clutter around you. For those of you who need a quick recap, Start with your notepad, label columns with

- Can do now
- Can be done in one day
- Can take longer than one day
- Date to be done by

Write down your uncompleted projects. Be sure to look at your space as if you have never seen it before.

This month, we will start completing your action list. Below is an overview of different organizing area to help you with your list. Feel free to use whichever applies to you.

Organizing your office:

Pick a project that will take about 1 hour. Divide that project into 15 minute increments each day. Work on the project at the beginning or end of each workday. By the end of the week, you will have completed the project.

Organizing your home:

Pick a 1-4 hour project that you can do when you have some free time between activities. Make sure you have all the tools you need to complete the project. Ask for help if you need it. Have the helpers be available at your designated time.

Here are some tips on the sorting process:

- Clear out a corner of space for sorting.
- Place a tag (8 1/2 x 11 sheet of paper) in different areas of your space and label them:
 - Trash
 - Donate
 - Give away or sell
 - Keep—will be discussed next month in detail.
 - Add any additional customized category to your situation, like "Give to Jim".
- Start sorting and continue until you have sorting all the items.
- Then pack up the items to donate and bring to a donation drop off such as, Goodwill, Salvation Army, dressforsuccess.org or Purple Heart. The faster you take care of these items the more room you will have for sorting your keep items.

The clearing out clutter process will not happen overnight. However, putting your mind and actions into eliminating the chaos a little bit each week will result in a calmer space and a happier you over time!

Forward me your results in this process. Happy purging!

Sabrina Quairolì

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Quick Tips

Some tips on purging clothing

Ask yourself these questions. If you answered 'yes' to any of these questions, keep the item.

- Did I wear it last season?
- Is the color and fabric the same as when I bought it?
- Is it comfortable? Is it in style?
- Is it sentimental?

If you cannot decide, put the item in a well protected box in your attic or basement. And, if you do not take it out within 6 months, donate the item.

Check Out Our Services

Looking for monthly help in your life and business!

Whether for your personal or business, I offer **Part Time Virtual or On-site Personal Assistant or Office Support**. This includes running errands and helping collect information for purchases. Mileage is included in the hourly rate.

I offer the following personal and office services: Accounts Payable invoicing, Accounts Receivable, Data Entry, Creating and Maintaining Filing systems, Typing documents (emails, letters, etc), Professional document creation, website updates services, running errands, and collecting information, Movie cataloging, Grocery List creation, Household calendar design. NO JOB IS TOO SMALL!

The rates are \$35.00 per hour (on-site work) and \$25.00 per hour (virtual work)! No job too big or too small! Jobs are charged on a project by project basis. No contact. [Contact us](#)

Please remember this newsletter is for information purposes only and is intended to motivate you to get and stay organized. If you feel overwhelmed in any way in this organizing process, please consult a professional. Our address: 614 Stewart Road, Collegeville, PA 19426—484-686-1567.

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