

## Organizing Tricks of the Trade

Volume 4, 4/15/2010

Spring cleaning is a time to clear out and clean up. Cleaning the dirt off lawn furniture, clearing out winter clothing; it is a great time to reevaluate the items throughout your home and streamline your tasks; a Professional Organizer can help you with this enlightening process. If you are unable to hire a Professional Organizer, here are 3 organizing tricks of the trade to make your home look like more organized.



1. *Organizing graphic tees in shallow drawers:* Hold the graphic tee facing you, fold the arms toward the back of the graphic tees then fold the shirt in half at the waist midpoint of the shirt. The image should be showing. Fold the shirt in half one more time at the midpoint of the already folded shirt. Then, stand the shirt on its narrow side in the drawer with the graphic tee image facing up. Fold all the other t-shirts the same way. As a result, you will fit 40% more shirts in your drawers and you can see everyone of them. You also save time by seeing the image on the front of the all of the shirts and pulling out the one you want without disorganizing the other shirts.
2. *For small items that need to be stored in the bathroom:* Use decorative baskets that are grouped by categories like bathing supplies, cleaning supplies, extra toothpaste/toothbrushes, etc.... Store these bins in the linen closet or near the tub or sink for easy access.
3. *Not enough kitchen drawers for loose kitchen tools:* Store similar items, like baking and serving utensils in bins that are the depth of the upper cabinets. Place near the other supplies that are used for the same purpose.

## Try It...Organizing

Create a master list of usernames and passwords for various websites. Instead of writing the password, generate a clue and use that clue in place of the password. Hide the list in a safe place and periodically update the information.

## Monthly Quote

"Spring is when life's alive in everything."

Christina Rossetti (1830-1894)

Source:  
<http://www.quotationspage.com>

If the spring cleaning process is still too overwhelming, contact a Professional Organizer. Paying an expert to help will save you time and money. We offer a Solutions Consultation and hourly one to one organizing consultations which will help you determine your goals and start to accomplish them.

Sabrina M. Quairoli

## Check Out Our Services

Home Organizing

**Personal Assistant:** Need help with weekly or monthly chores. Confidential Personal bill paying and Reconciling checking and credit card accounts, Setting up and tracking investment accounts in Quicken, Running errands, Movie cataloging, Customized grocery lists, **No contract. \$35.00/hour (on-site work) and \$25.00/hour (Virtual/off-site)! Contact us**

**Organizing:** Need ideas to organize your space, try **Solution Consultations.** you received a 1-2 hour consultation to discuss the goals for your space as well as an emailed Solutions Report detailing your goals with photos and links on needed products. **No contract. Give this service as a Gift! Visit our website for testimonials \$200.00 Contact us**

Solution Consultations

SABRINA'S  
Admin Services

**Administrative Support:** Mail sorting and Reconciling Confidential business checkbooks and credit cards, Organizing projects, Confidential Accounts Payable and Accounts Receivable, Creating and Maintaining Filing Systems, Data entry, Typing documents (emails & letters) Creating documents in Microsoft Excel or Word, Website updates. **Visit our website for testimonials \$35.00/hr (on-site work) and \$25.00/hour (virtual & off-site)! Contact us**