



Enlightened Organizing

Monthly Newsletter December 2007

www.sabrinasorganizing.com

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This month, we will discuss tips on a Stress-Free Holiday.

Feel free to pass this newsletter on to your friends and family!
Any feedback would be greatly appreciated!

May your holiday season be filled with love and happiness.
May your New Year be filled with prosperity and joy.

Sabrina Quairolì
Professional Organizer/owner
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Quote of the Month

Stress is an ignorant state. It believes that everything is an emergency. Nothing is that important.

Natalie Goldberg

Found: www.quotationspage.com

This time of year is very stressful. Between sending out Holiday cards and getting gifts for everyone, it has been quite a ride. However, as I was going through the holiday motions, I realized I wanted to be able to stop and smell the poinsettias!

So, I went on a mission to find ways to ease my stress. Here are some solutions I found beneficial in this time of so called, "Joy of the season".

1. **Spend time with your family and friends**, even if, you are shopping for other family members. Make a day of it. Go to lunch together. It is so much fun being able to shop for the gifts with others in your life.
2. **Organize your car**. Get rid of all trash. Check your emergency car kit items to ensure they are complete. If you are going on a long car ride, organize the driver's seat area with items that you need and use. Install a backseat car organizer for your passengers. Add a waste basket to the back of the seat for any trash.
3. **Prepare your destinations paperwork**. Find a spot for your tickets, travel plans, directions, passports, etc... so they are all in one place for easy access. A clear plastic folder with a closed lid works wonderfully. Label the front of the folder with the destination to make sure it does not get tossed.
4. **Lists, Lists, Lists...** Make a list of needed items for each member of the family when going on overnight trips. Be sure to be detailed in your descriptions, for example, 5 pairs of pants, 2 jackets, 1 book, etc... This list can be reused over and over for future vacations.
5. **Group your gifts by events**. For example, Bob's party, Joanie's class party, the in-laws Christmas eve party, and Christmas day family gathering.
6. **Prepare the home** by scheduling time on the calendar for different activities. For example: December 15th—decorate the tree, December 19th—buy food for Christmas eve, December 14th—decorate the front yard. Be specific and schedule time for everything helps bring to the forefront what is pressing and what can wait.

I hope these tips help you and your family have less stress and more enjoyment in this time of giving! Have a wonderful holiday and a prosperous and healthy New Year!

Sabrina Quairolì

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Products of the Month



Back Seat Entertainment Organizer

Found at www.LillianVernon.com

Check Out Our Services

Self-employed? Need help with daily office needs, I offer Part Time Virtual or On-site Office Support. Prior to my experience as a Professional Organizer, I worked as an Office Manager for 7 years and 5+ years as an Admin. Assistant. I have a BA in Business Administration. I offer the following services: Accounts Payable invoicing, Accounts Receivable, Data Entry, Creating and Maintaining Filing Systems, typing documents (emails, letters, etc), document creation, and website updates services.

The rates are \$35.00 per hour (on-site work) and \$25.00 per hour (virtual work).

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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