



# Enlightened Organizing

Monthly Newsletter November/December 2008

[www.sabrinasorganizing.com](http://www.sabrinasorganizing.com)

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This month, we will discuss items that need to get in order prior to you leaving this world.

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

**Because I have loved life, I shall have no sorrow to die.**

**AMELIA BURR:**

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

Some of you know that my mother passed away about 4 weeks ago. Being responsible for her estate, I realized how important organizing your financial / estate information is for your remaining family members.

Here are three items I suggest needs to be completed to help your love ones continue on after you are gone.

- **Create a spreadsheet that includes all your credit cards and important financial documents.** Include all of the following information such as, Name of account, account number, person who owns account if different, contact agent or broker, contact numbers, amount due, type of content, life insurance information, checking account, savings account information, Safe Deposit box, etc... Be sure to keep the information up-to-date. Review your information once a year.
- **Purge items in your home that are unused or duplicates.** I recommend once a year going through your closets, attic and garage to see if there are items that can be tossed or donated/give away. It is wonderful seeing the recipient's face when you give them something they wanted.
- **Get a Living Will, Power of Attorney and a Will/Trust and any other document that is needed for your particular state.** All of these documents will be useful to your family in this time of transition. Indicate on a separate piece of paper, your wishes, like what you want each child to have, what you want your family to do with your remains, and where do you want to be buried.

In this process, your family is mourning the loss. Giving your love ones the direction and assistance is the best gift you can give to your loved ones.

Have a wonderfully productive month!

See you next year!

Sabrina Quairolì

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## Any Idea!

Suze Orman has a great kit to hold all your important document information.

<http://www.suzeorman.com/>

## Our Services



**Need ideas to organize your space, we offer Solution Consultations.** For **\$150.00**, you received a 1-2 hour consultation to discuss the goals for your space as well as an emailed Solutions Report detailing what we discussed to get your space organized with photos and links on where to buy the items. **No contract. Give this service as a Gift!**



**Need Help with day to day chores!** Whether for your personal or business, we offer **Part-Time Virtual Assistant, On-site Personal Assistant or Office Admin. Support.** Here are some examples of needed services: Mail sorting and personal bill paying, Reconciling business and personal checkbooks, Setting up and tracking investment accounts, Small organizing projects, Accounts payable, Accounts receivable, Data entry, Creating and maintaining Filing systems, Typing documents (emails, letters, etc), Creating professional document in Microsoft Excel or Word, Website updates, Running errands, Researching information, Movie cataloging, Customized grocery lists, Customized household calendar design.

**Our fees are \$35.00 per hour (on-site work) and \$25.00 per hour (virtual and off-site work)! Mileage is included. [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. We respect your privacy. We do not sell or share our mailing lists. If you want to be removed from this mailing list or want to schedule an appointment, please feel free to email us at [inquiry@sabrinasorganizing.com](mailto:inquiry@sabrinasorganizing.com).