

Enlightened Organizing

Monthly Newsletter June 2007

www.sabrinasorganizing.com

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I am really excited about sending you the first of my monthly newsletter! Each month, I plan to shed light on a different organizing area that needs improvement from closets to offices in hopes of enlightening you to different organizing tips and tools.

I hope you enjoy the **Enlightened Organizing** Newsletter. I really enjoy making it!

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

Sabrina Q.

Quote of the Month

81% of people consider themselves organized; yet **83%** say getting more organized is among their goals.

(Scientific survey of 600 adults by Franklin Covey, reported in USA Weekend Feb 8, 1998.)

I starting thinking about my kids ending school this year and my youngest being in first grade next year so I said to myself, "Self, has the system I established for my son going to work for my daughter?" So, I started on a quest to determine a more efficient system that would bring my daughter into the mix of my established system.

First, I looked at all the paperwork that came home from school and asked these questions. Do I have a place for all the kid's activities? Do I have a pile of paper left over after I go through the kid's paperwork? Where do I put the papers that I need to reference? Where do I put the papers I need for field trips and other events throughout the year? Has this system been working?

Then, I determined what I didn't like about the system – too many loose papers within each kid's bin. Since my kitchen doesn't have a lot of storage for such things, we installed a small shelf (near the phone) to hold a small organizing tiered bin. But I wanted it to be hidden when company comes over. So I went to one of my favorite stores, Staples, and found a great accordion bin with 19 packets with a flat bottom that does the trick.

Inside the accordion bin, I included action files and labeled each section Jan—Feb, Mar-Apr, May-Jun, Jul-Aug, Sept-Oct, Nov-Dec. I didn't need too much space each month so I decided to have two months for each section.

For the other sections, I included a section for each of my son's activities, his school, his religious class, and other activities. I did the same for my daughter.

One system that works for me is the **Sticky Note Date Method**. When you get a piece of mail that has important dates on it, write the date on a sticky note and any needed items on it. I then, stick it at the top of the paper so I can put all the important papers in order by date. Then, file it under the personal action month or child it pertains to.

At the end of the bin, I had a section for home references such as manuals I referenced regularly, phone numbers, other miscellaneous household items I needed to keep in the Kitchen.

It gives me a sense of order in the paper mounds that come home from school. Hopefully this system will work for you as well.

Enjoy the process of organizing!

Product of the Month

"**Mom's Plan it Aug—Dec. 17 Month Calendar**" by **Avalanched Publishing** can be purchased at Staples in East Norriton. It has a Family Names column! Write each member's name on a row then write their activity on their row. Before this was invented, I created a calendar similar to this for a mom client in 1999. She loved it. I personally use this one because it is printed.

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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.

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