



# Enlightened Organizing

Monthly Newsletter March 2008

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

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This month, we will discuss a quick way to awaken to the clutter in your home or office .

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

"If every day is an awakening,  
you will never grow old. You  
will just keep growing. "

**Gail Sheehy**

Source:[www.quotationspage.com](http://www.quotationspage.com)

From my observation, people put up with clutter for many years before they contact an organizer. It starts out as being a small pile, nothing major, then moves on to become overwhelming, and then, after a while, the clutter becomes part of the home or office space. It isn't looked at anymore as clutter but as a part of their lives. Humans have a great knack for being able to acclimate themselves into any situation. Clutter is no different.

I have derived a simple way to reconnect to the clutter in a home and office. Here are some simple tools to try.

1. Start with a notepad marked with columns that state:
  - Can be done now
  - Can be done in One Day
  - Can take longer than One Day
  - Date to complete task by.
2. Start at the entryway of the room you wish to awaken to and close your eyes.
3. Open your eyes and walk into the room.
4. Start from the left and span around the room slowly. Look for signs of incomplete projects like:
  - Items that are out of place
  - Items that need to be taken care of
  - Trash that may need to be thrown away
  - Items that need to be given away
  - Projects that need to be started and completed
  - Projects that need to be completed
2. Write down on your notepad the uncompleted projects, items that need to be removed, and corrected and assign 'completed by' dates for every task.
3. Schedule the time to complete these tasks.

Start this process over for the next room after all the tasks are completed from your first room. Working in this manner will eliminate the overwhelmed nature that comes about when dealing with a larger disorganized space.

With this process, it will give you an opportunity to remove the clutter and to dos from your mind and deal with the clutter in small fragments, resulting in a process that is completed exactly the way you want it.

Enjoy awakening!

*Sabrina Quairolì*

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## What do you think?

**Did this process works for you?**

**Is there anything else you did to make this process work more efficiently?**

**Does this process give you any relief?**

I would love to get the feedback.  
[inquiry@sabrinasorganizing.com](mailto:inquiry@sabrinasorganizing.com)

## Check Out Our Services

**Looking for weekly help in your life and business!**

Whether for your personal or business, 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), Professional document creation, and website updates services.

**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 on charged on a project by project basis. No contact.**

Please remember this newsletter is for information purposes only and is intended to motive 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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