



# Enlightened Organizing

Monthly Newsletter May 2008

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

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This month, we will discuss our third installment in the "Awakening to Clutter" series, called "Sorting the Kept items".

Feel free to forward this newsletter to your friends and family!

Any feedback would be greatly appreciated!

Enjoy!  
Sabrina Quairolì  
Professional Organizer/owner  
Collegetown, PA

## Quote of the Month

He who is of calm and happy nature will hardly feel the pressure of age, but to him who is of an opposite disposition youth and age are equally a burden.

Plato (427 BC - 347 BC),  
*The Republic*  
Source: [www.quotationspage.com](http://www.quotationspage.com)

Our next phase in the process of "Awakening to Clutter" is sorting the kept items. This part of the process will help you see the light at the end of the tunnel. The initial preparation is the most important part of this process. Following the next three steps will make the actual sorting process that much easier.

- Clear a space for sorting.
- Create categories that are descriptive and not too general. Instead of using the words "Spices and Herbs" use "Spices" for one group and "Herbs" for the other group. Here are a list of descriptive titles for your categories: gardening tools, gardening soils/fertilizer, beads, ribbons, markers, pens, hats, tops, pants, winter shoes, summer shoes, pots & pans, forks, knives, spoons, tea, breakfast, breads, kid's hair supplies, etc...
- Make descriptive category signs and place them in different areas around your space so others will be able to help sort, thus making the process move quickly.
- Let's get to work and sort those like items! One by one place the items in the appropriate category. If you need to add or split a category, it will present itself in this process. Create the category as needed and post a sign.
- After completing the sorting process, measure the area of each category. This will give you a good indication on how big and how many bins you will need. For several smaller items, consider storing them in one small bin with dividers. Be sure that you decide on a place to store the bin or drawer as well. Make a list of categories you used, where it will be stored and what size bin is needed. Take this list with you to the store to purchase the needed bins.
- After purchasing the bins, place the items in the appropriate bin and store in the assigned place.
- Be sure to label each bin. You can use a labeler or just handwritten stickers. For children that do not read yet, I personally like to use pictures and put the word under the pictures. Full sheet labels for your printer works nicely. After they are printed out, cut them into squares and affix them to the front of the box.

You completed the organizing process. After the three phases of "Awakening to Clutter", your room will feel more efficient and calming. Be proud of all the work you did. Modifying the space in the future will not take nearly as long.

Sabrina Quairolì

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## Quick Tips

Your front hallway is usually a dumping ground for shoes. I purchased these from IKEA.



They mount to the wall. Can hold 2-3 adult pairs of shoes. Buy at least one for each member of your family and see how the clutter disappears.

Source: <http://www.ikea.com/us/en/catalog/products/30110832>

## New Services

**Looking for monthly help!** Whether for your personal or business, I offer **Part-Time Virtual, On-site Personal Assistant or Office Support.**

Here are just 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 invoicing, 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, Collecting information, Movie cataloging, Customized grocery lists, Household calendar design. Any help you need.

**My rates are \$35.00 per hour (on-site work) and \$25.00 per hour (virtual and off-site work)! Mileage are included. Jobs are charged on a project by project basis. No contract.**

[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, Collegetown, PA 19426—484-686-1567.

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