



# Enlightened Organizing

Monthly Newsletter November 2007

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

Volume 1, 11/1/07



This month, we will discuss 5 ways to 'Go Green' while organizing your home or office!

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

Sabrina Quairolì  
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Collegetown, PA

## Quote of the Month

I love to think of nature as an unlimited broadcasting station, through which God speaks to us every hour, if we only will tune in.

George Washington Carver

With all the talk in the media about 'Going Green', I am going to discuss ways to make your organizing greener! I have been a fan of improving the environment around us. From planting sapling trees on my property from The National Arbor Day Foundation, to recycling paper, plastic, and cans, the topic of 'Going Green' is very near and dear to my heart. Here are 5 ways you can organize your home and office and 'Go Green' at the same time!

1. **Repurpose items you have at home.** Reuse bins, containers, and recycle bottles to store items like small screws, make up, and other sorted items. When reorganizing, keep a supply of bins in the storage room to pull from when the need arises.
2. **Buy organizing bins made from 100% bamboo.** They are considered a rapidly growing plant/tree. Some types can regenerate to its full form within 6 months! Amazing!
3. **Reuse the reverse side of paper for your office printers and buy 100% recycled paper.** Recently, recycled paper has become very easy to find around the area. Try using Dry Erase boards for your kids to practice their homework on. It eliminates paper altogether.
4. **Donate unused clothing and household items to Goodwill and Salvation Army,** as well as shelters and churches on a seasonal basis. Be sure to wash usable items before you donate them and discard any item that may be unusable. Check out [www.yourgoodwill.org](http://www.yourgoodwill.org) for items that can be donated.
5. **Recycle batteries, computers, electronics, dehumidifiers at the appropriate places.** Be sure to remove all personal data from your computers and electronics before donating them to local shelters, schools or libraries.

By improving our planet and ourselves, we show our children and the people around us, that we care about ourselves and the world we live in, as well as, show them we can make a difference in this world. Check out [www.gaiam.com](http://www.gaiam.com) and [www.seventhgeneration.com](http://www.seventhgeneration.com) for more ideas on buying green products.

Enjoy the process of change. Have a wonderful Thanksgiving Day!

*Sabrina Quairolì*

[Click here](#) to sign up for this newsletter.

## Products of the Month



Bamboo Bins at Target! They have a variety of containers to choose from.

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

## Check Out Our Services

**Self-employed? Need help with daily office needs, I offer Part Time Remote or On-site Office Support.** Prior to my experience as a Professional Organizer, I worked as an Office Manager for 7 years and 3+ years as an Admin. Assistant. I have a BA in Business Administration. I offer the following services: Accounts Payable, Accounts Receivable, Invoicing, Data Entry, Creating and Maintaining Filing Systems, typing documents (emails, letters, etc), document creation, and website updates services.

**Fees are: \$35.00 per hour (on-site work) and \$25.00 per hour (remote 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, Collegetown, PA 19426—484-686-1567.

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