



Enlightened Organizing

Monthly Newsletter October 2008

www.sabrinasorganizing.com

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This month we will discuss how to transform your space from CHAOS to CALM.

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

Any feedback would be greatly appreciated!

Enjoy!

Sabrina Quairoli

Professional Organizer/owner

Quote of the Month

It had only been my repeated experience that when you said to life calmly and firmly... 'I trust you; do what you must,' life had an uncanny way of responding to your need.

Olga Ilyin

Source: www.quotationspage.com

Determining what makes a space chaotic will assist in resolving the stress in your life. Remember the word CHAOS:

C is for 'Cluttered' space - things and papers everywhere, no clear surfaces, and incomplete activities.

H is for 'Hoarding' items that are unwanted or unneeded. Items that are incorrectly placed or incomplete projects will feel like a vacuum on your energy every time you look at it.

A is for 'Anxious'. The feeling you have when looking at the incomplete actions or misplaced items.

O is for 'Obsessed'. Obsessing over things that may have been useful years ago or kept for sentimental reasons.

S is for 'Scared'. The scared feeling you feel if you change this behavior and the result is worse things will happen.

After defining CHAOS for yourself, you can transform it to a CALM / Serene life:

C is for 'Clear out' your space. Make room to start sorting items, Read and review everything, papers, collectables, and then

A is for 'Arrange' everything in three (3) piles. Toss/Recycle, Give away/Donate, and Keep. Decide what to do with the item. Touch each item only once and make a decision on where each item will go. Remember if it looks worn or broken, others will not want it. People wish to have items that are gently used.

L is for 'Long For'. After you purged the unwanted items, all that should be left is the items you 'Long For'. Sort each item into a category.

M is for 'Make a decision' on where things go. Do you want all the collections in a cabinet? Does the serving knives need to be in the kitchen? By sorting items into categories, it will help you determine how large the bins need to be and what type you need.

If you are determined to make your life feel serene, small steps are best for transforming your life. Take each step slowly and make sure you can complete each action in its entirety.

Have a wonderful productive month!

Sabrina Quairoli

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Any Idea!

Here is an idea!

Make up a list of incomplete projects around your home or office.

Cut the list into strips of one 'to do' projects and place them in a jar.

Each month or when you have extra money, pick out one a to do project from the jar and complete it.

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.