



# Enlightened Organizing

Monthly Newsletter September 2007

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

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This month, we will discuss making changes to improve our quality of life!

I hope you are Enlightened by our newsletter!

I am excited to announce that beginning this month I will be available during the weekdays for consultations!

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

Sabrina Quairoti  
Professional Organizer/owner

## Quote of the Month

Enthusiasm is one of the most powerful engines of success. When you do a thing, do it with all your might. Put your whole soul into it. Stamp it with your own personality. Be active, be energetic, be enthusiastic and faithful, and you will accomplish your object. Nothing great was ever achieved without enthusiasm.

Ralph Waldo Emerson

No one has ever said, "I am going to buy this item and allow it to come between my loved ones and I." However, that is what excess clutter does in people's lives. It takes away from the quality of life. The thing that makes life worth living.

I have been organizing for over 10 years and in that time, I noticed several similar issues from each of my clients that are worth mentioning. By the time my clients came to me, they had dealt with the clutter for more than 2 years. After a while they did not realize that it was affecting them. Some issues that they would mention to me were self-judgment including anger, stress, illness, depression (sadness), being ashamed, insecurity of being able to complete a task, embarrassed to show how they lived; helplessness in their lives, as well as a feeling of incompleteness overall. These cluttered spaces became an obstacle in their lives, be it physically or metaphorically. It was creating a barrier between their relationships with their loved ones.

The motivation to start is always up to each person. They have to realize the importance of organizing first and foremost and recognize that change is not a "Bad" thing. Each person needed to get to the point where they drew the line and said, "No more, I am going to change my behavior, my space." This is the starting point to break down the clutter obstacle.

When they get to this point, they need to determine, clearly, what their goals are for their home or office. Whether it be an efficient and functional space or a home that is maintainable by all members involved.

Start determining your goal in the space by writing down what you want. It helps to clear the mind and organize the thoughts. Be as specific as possible. Ask questions like:

1. What do I want to change in this home or office?
2. What works? What doesn't in the space?
3. What do I want this space to be used for? Family space, other employee space, etc...
4. Where will I hold the papers? Where will I place my .....?

After you get a clearer picture, list all the things you have to do to get to your goal. What would be done first, second, or third, etc...? Try placing each task on a sticky note, stick them on a large paper or bulletin board and rearrange your thoughts to put them in order. Be as specific as possible on each task. Create realistic "due date" timeframe to complete each task. Add these tasks to your weekly calendar to make sure it gets completed.

Then start doing, purging, and sorting. Start with one task (one sticky note) and complete it. Be focused on one task at a time. For tasks that are unlikeable, allocate enough time to complete it and just do it. Completing this task first helps the process move quickly because you are not thinking about what unpleasant task is coming next. Be sure to remember it took a long time to create this clutter, it will most likely take time to complete it. Be strong, stay positive, look at the progress you made, not the incompleteness.

After clients completed clearing their cluttered spaces they mentioned feeling happy, proud, focused, stronger in themselves, peace of mind, secure in their space, and overall order and control of their life. They could spend more time with their loved ones. Is that a feeling you want?

Sabrina's Organizing is here to help make your organizing process easier. We motivate our clients by giving them the ideas as well as the motivation to complete the goals.

*Sabrina Quairoti*

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## Services of the Month

I recently met with Closet City in Montgomeryville to get some information for a client. What a wonderful company! Their people are very nice and their products range from basic laminate closet systems to beautiful solid wood pieces. They will customize any space in any way you want!

[www.closetcity.com](http://www.closetcity.com) - Janet Stevenson,  
1-800-342-0070.

Direct number: 267-718-9490

**Please mention my name when calling.**

## Check Out Our Services

**Want to make some extra money and help us spread the word!** Our Referral Program consists of sending you **10% of the total completed project(s)** from the referred client. Be sure to tell the potential client to mention your name so we can make a record of it. After the project(s) are completed, you will receive a check from 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. 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](mailto:inquiry@sabrinasorganizing.com).