

## ***A New Year....a New Plan to Create Calm out of Chaos!***

Do you find...

***~yourself spending too much time looking for lost items?***

***~you have piles of paper all over the place?***

***~items laying around because you don t know where to put them?***

***~your storage areas are overflowing?***

If you have answered yes to even one of these questions, then read on for valuable “tricks of the trade” from Professional Organizers Donna Schmidt and Rhonda Erb.

***They share four tips that will start you off Great for 2008!!***

### ***STEP #1. BRING IN THE NEW AND FLING OUT THE OLD***

While this is important to remember all year round, it is particularly true each January. Think of the new things you received as gifts....clothing, toys, household gadgets. In order to have the needed space to store them, ***think...one item in & one item out.*** For each new gift, choose one similar item that you can donate, throw out or pass along.

### ***STEP #2. MAKE FRIENDS WITH YOUR TIMER***

If the paper and clutter around your home or office has you feeling overwhelmed, not to worry! Set a timer for 15 minutes and work hard and fast!! Quickly gather together papers for recycling or filing, and items that belong elsewhere. When the timer goes off, deliver these items where they need to go. Make this process a regular part of your day and you will be amazed at the progress you will see. At home, try making it a family affair and multiply the positive results!!

### ***STEP #3. IDENTIFY YOUR “HOT SPOTS”***

Maybe yours is the corner of the kitchen counter or your dining room table. “Hot spots” are the place where clutter seems to breed. Think about where these spots are for you, and then make a plan!! A plastic file caddy that Donna and Rhonda call a “Hot File” is a perfect solution. ***File it, don t pile it.*** Give each category of papers a home within the caddy.

#### **STEP #4. THINK BABY STEPS**

Don't be too hard on yourself. Set a reasonable New Year's Resolution for conquering your clutter. Do what you can today, then do a little more again tomorrow....and most of all, don't forget to smile!

For help with your personal organizing challenges, contact Professional Organizers Donna Schmidt and Rhonda Erb through their business ***Heart of the Matter.***