

ORGANIZ ER

The Newsletter for Organizing your Office, Home, and Life

April 2008

Organiz-ER

290 Broadway, #276
Methuen, MA 01844
Phone: 978-376-9606

E-mail: admin@organiz-er.com

Giant Yard Sale

Saturday April 26, 2008
9:00 am – 12:00 noon
RAIN OR SHINE

Nicholson Stadium parking lot

After a long and cold winter, the SUN has returned and it is time to do some SPRING CLEANING! Clean out your attics, basements, sheds, garages. Students – clean your bedrooms, too!

To unclutter your home and donate your unwanted items, contact Organiz-ER. Or come and enter the raffle to win a gift certificate from Organiz-ER for 3 hours of organizing.

Money raised will be used for the Methuen Ranger Band and their trip to Washington, DC.



From Hoarding to Organizing

Think of hoarding this way: just because you can think of a use for an object, you do not need to keep it. But what can you do to overcome hoarding tendencies?

- Make a list in the morning of what you want to accomplish for the day; then you are more focused on what needs to be done.

- Start small, just one shelf, one little area at a time; you will be rewarded with a sense of success at what you have accomplished.

- Think in terms of years: for example, look at old clothes and think about when was the last time it was worn. If longer than a year, it may be time to part with it.

- "More" is not necessarily better. Try to get rid of the extras.

- Only handle an item one time: make a decision about it and then put it somewhere it belongs.

- Be willing to face your fears and ask yourself: What's the worst that can happen if I throw this out?

- As you rid yourself of clutter you can begin to organize what you keep.

- Focus on small victories. If you cleaned a room out, congratulate yourself.

- Remember: Every thing has a place and in that place should be that thing.

Contact Organiz-ER to help you reduce the excess clutter in your home.



Organiz-ER

Visit the website for new and exciting Ideas and more TIPS!

<http://www.organiz-er.com>

Hoarding Assessment Tool

The National Study Group on Chronic Disorganization (NSGCD) has developed a Clutter Hoarding Scale which is an assessment guideline to define the level of clutter in a home.

There are five levels which relate to the health and safety of individuals living in such situations, based on these areas of concern: Structure & Zoning; Pets & Rodents; Household Functions; and Sanitation/Cleanliness.

The continuum of clutter ranges from Level 1 where the Structure has all doors and stairways accessible up to Level 5 which includes broken walls and standing water in the basement.

In Household Functions, Level 1 is defined as clutter not excessive to Level 5 where the kitchen and bathroom are unusable due to clutter.

This clutter assessment tool may prove invaluable when determining where to begin your road back to an organized home.

We produce this newsletter with useful tips and facts for you to utilize. If you no longer wish to be on the mailing list for this newsletter, please send us an e-mail at admin@organiz-er.com

NECC Seminar for a Simply Balanced Home

Less Chaos — Everyone Thrives

The Balanced Home starts with the Balanced Parent. This workshop is designed for families with school aged children.

Parents will learn techniques to stay balanced in the midst of the chaos of their busy lives with their children.

The workshop focuses on tactics to create a "Home Administration" area that everyone in the house can rely on to stay on track with their responsibilities and appointments.

The "Home Administration Tool Kit" is used to remind everyone of the techniques needed to stay organized and balanced every day.

When: 3 Tuesdays: May 6 — May 20, 6:30-8:30pm

Location: Timony School, Methuen

Cost: \$40,+ \$45 materials fee

To register: please call 978-556-3700 or log onto www.necc.mass.edu: Program #1032, PRGR1005-MA.