

ORGANIZ ER

The Newsletter for Organizing your Office, Home, and Life

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Organiz-ER

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The Art of Letting Go

There are three piles to help you execute the “Letting Go” process. This stress-free way is easy and efficient. Start by separating the items in the section you want to focus on into a “use every day” pile, a “use every year pile”, and a “may need someday” pile.

The questions to ask yourself as you are doing this, are “will I REALLY use this?”. If your answer is “maybe one day”, or “I might use this sometime”, then toss it. If you really come to the time when you will need to use this item, then buy it then. A majority of the time, people won’t ever use it, or might use it 5 years from now.

The clutter of saved up items will harm the dynamic you are trying to create with this newly arranged room.

Just in Case

One of the most difficult parts to being successfully organized is letting go of all old items. This concept is extremely difficult to master. Why is it that we have such an attachment to so many materialistic things?

To be organized is to reduce clutter in your office, home, and life; all of the extra frivolous extremities that make it impossible to do everyday tasks. When organizing a space, the goal is that everything has a home, and it will return to that home as soon as your done with it.

This newsletter, however, will not focus on how to organize the items that you don’t use so often, but how to build the strength to let go of them. Let us take closet organizing as an example. When staring at your closet what do you see? A colorful arrangement of clothes and accessories

stuffed and crammed into the tiny space.

To start the letting go process, take everything out of your closet. Get rid of the clothes you haven’t worn in 1 year or more and find the staples you need for every day use. I promise you that you won’t NEED or wear every color V-neck or the prom dress that you’ve been saving or a suit in 4 different colors. If you have dresses in your closet that you have “just in case”, there’s a 1 in 1000 chance you will never wear it.

So why don’t you get rid of it? You could donate the items that you don’t use and are keeping “just in case”, let someone else who actually needs it use the item that you’ve been storing.

People say that money doesn’t create happiness. The truth is, money can DEFINITELY make someone happy. Having luxurious items can create the idea of leisure. Yet people fail to realize that luxurious items are not the amount of clothes or cars you have, but how much money you invest in it. The quality of one item that you can have for several years surpasses the 4 pairs of the same jeans you can have for one year.

So as you sit here, answer me this: What are “just in case” items in your life?

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

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

Tips

- Leave trash cans in easy to reach places so you don’t have to get up and walk far to throw something out. (If you have to walk far to the recycling bin to throw out a paper, it will hinder your motivation to let go of the paper.)
- Do not try to CREATE a space for every item. (If you have a pen that has no more ink, why are you saving it? In case it sporadically has more ink one day?)
- Instead of throwing out your prom dress from 20 million years ago, try donating it. [The Cinderella Project](#) gives used prom dresses and suits to schools and students who are not fortunate enough to afford formal wear.

Letting Go 101

At Northern Essex Community College there is an opportunity to take part in the Veasey Park Enrichment Series, which is an educational retreat program.

The organizing retreat teaches the tricks and the trade of organizing the

S.I.M.P.L.E. way. Hands on projects, goal setting, and letting go of the clutter are only a few of the **many events** that will take place. It takes place on Saturday November 13, 2010 from 9am– 3:30pm. For more details email organiz-er@organiz-er.com

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