

ORGANIZ ER

The Newsletter for Organizing your Office, Home, and Life

Winter 2008

Organiz-ER

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Organizing Seminar for Seniors

As we revel in the New Year and make resolutions, Organiz-ER is offering a seminar addressing the specific needs of seniors.

Seniors will gain a sense of freedom and control by organizing a lifetime of possessions.

We will cover topics such as: Weeding Out Junk Mail & Dealing with Telemarketers, Downsizing, and Passing on Family Treasures.

When: Tuesday, Jan. 15 1pm

Instructor: Susan Walko, Professional Organizer.

Location: Andover Senior Center; 36 Bartlet Street, Andover, MA

Cost: Free to Public!!!



Seniors — Get Organized!

Why do we organize?

It's simple: organized people save time and money and have lower levels of stress and frustration.

One thing that Seniors do not want more of in their lives is stress. Reduce stress by downsizing your current space and finding a new space for Family Treasures.

When you downsize, that means fewer rooms: 10 rooms does not equal 5 rooms. View the rooms of your new home as containers; how many do you have and how big are they?

Measure your furniture and cut out scale-sized pieces. How many do you have and how big are they? After all, it's easier to move furniture on paper than in a room.

Storage areas are usually never planned, but always should be, especially when moving. A little planning time here prevents random

piles of boxes and can save huge amounts of time.

Not everything that you do not keep goes into the trash. Items that are in good condition can be sold or donated.

You can pass along your family treasures to family members in fun, interactive ways. Scrapbooking is a great way to share photo treasures. Be sure to use archival safe products to ensure the pictures will last for more generations to come.

Invite family and friends for a sticker party. When everyone arrives, tell the story/history of valuable items you have appraised. Assign a different colored sticker to each person who can then bid on the items. Encourage negotiation and exchanges.

Moving can be a challenge, but with some planning, it can be turned into a time of sharing and fun.

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

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

Check out our updated
Seminars and Newsletter
pages.

NAPO - New England

January is "Get Organized" Month as designated by the National Association of Professional Organizers (NAPO).

NAPO - New England, the local NAPO chapter, is the gateway for New Englanders to reach their organizing goals, working with both residential and commercial clients.

Residential services include the organization of closets, kitchens, garages, attics, basements, bedrooms, bathrooms, and home offices. Professional organizers work to redesign these spaces for optimum efficiency.

Corporate and small business organizing services include electronic/paper information management, time management, and inventory/assets control.

We also work with clients who are chronically disorganized and clients experiencing major life transitions where organizational skills add calm and ease stress.

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

Winter Season S.I.M.P.L.E. Organization Makeover

Organizing Class at Northern Essex

Join us to create your own "before and after" of a disorganized or cluttered space you want to handle once and for all!

Is it the dreaded closet? Or workspace, desk, or craft area?

This course uses the acronym S.I.M.P.L.E. to introduce the strategies and techniques to help you tackle the organizing challenge and put an action plan in motion.

You will learn step by step strategies of how to organize and makeover your space.

When: 4 Tuesdays from 2/5-3/4 (no class 2/19), 6:30-8:30pm

Location: Timony School, Methuen

Cost: \$120

To register: please call 978-556-3700 or log onto www.necc.mass.edu:

Program #1032, PRGR1005-MA.