

# ORGANIZ ER

The Newsletter for Organizing your Office, Home, and Life

July 2009

## Organiz-ER

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### The Art of Organization

If there is anywhere in the world that can affect your mood for the rest of the day your closet would be that place. The reason on why I say this is because your outfit choice shows the general public what your mood is. Now imagine if your closet is disorganized and you can't find that other shoe and you're already running late, it'll ruin your whole entire day. So I have a solution for that.



## Organizing the Closet

With closet organization, you first have to learn the basics. There are two types of closets: walk-ins and reach-ins. For both types of closets there are four types of hangers: shirt hangers, pant hangers, suit hangers, and belt hangers. I recommend wooden hangers because they don't make unnecessary creases in your clothes. Now that we know the basics time for the actual organization.

No matter what kind of closet you have, the color scheme should be consistent. I suggest the color of the rainbow from lights to darks. Example: pink, red, dark red, light orange, orange, dark orange, light yellow, yellow, dark yellow, light green, green, etc... then within that sequence separate your clothes by style. Obviously the clothing types vary between men and women and the clothes will

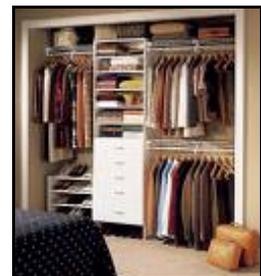
obviously go on their respective hangers. Dresses for women should have their own section separate from the rest of the clothes. Jackets and belts should also have this concept. (if you put your jackets in your closet). For other miscellaneous items such as socks and other small items, baskets or shoe boxes are suggested. The container store or target is my recommendation for great quality containers. ([www.containerstore.com](http://www.containerstore.com))

Lastly, shoes... the best shoe organizer is a shoe rack. It is well worth the investment and it can fit in any closet space. So keep in mind when organizing your closet that when you're running late for work your day your closet is now accessible for every day use.

## Organiz-ER

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

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



## Seminar for a Simply Balanced Home

This three hour workshop is designed to give you the tools to effectively manage the papers and e-mails that come across your desk (whether at home or in the office).

You will learn the S.I.M.P.L.E. Strategies necessary to efficiently keep an orderly desk.

**Date:** August 4th, 2009

**Time:** 9 AM to Noon

**Location:** KDSAConsulting, 1600 Osgood St., Bldg 20, North Andover, MA

**Price:** \$60 (includes materials and continental breakfast)

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](mailto:admin@organiz-er.com)

