



TOOLS TO
Simplify Our Stuff
www.organizingsos.com

Simplify ur Stuff™

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PERROW SYSTEMS LLC.
EDUCATION • PRODUCTS • COACHING • PROJECTS
Creating Order and Harmony through Organization

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Here's A Thought

Hurrah for March: We turn our clock forward; all become Irish for one day; and have fond thoughts of daffodils as we welcome spring. As the days get longer, I start to notice the dirt in the garage that has been dragged in by our cars all winter and the errant Christmas decorations that were somehow overlooked in the great holiday take-down. AH...an organizer's brain never rests!

Chris Perrow

This month's *Simplify Our Stuff* is dedicated to Spring Organizing: closets to garages to paperwork files. Tackle your tasks in baby steps so you don't get too overwhelmed. Remember to bring in others to help you: children, spouse, friends. Always celebrate your successes!

Most importantly, enjoy the majesty and miracle of nature as we approach the vernal equinox. Stay warm and well and remember...

Life is a Journey....Enjoy the Ride....Chris

Spring Organizing

I realize most people refer to this as spring cleaning. However, you can't really **CLEAN** until you purge and organize your stuff.



Q and A's in my programs often focus around the issue of 'system maintenance'.

"I spent time purging and organizing my _____ (fill in the blank: closet, garage, file drawers) yet it is messy again".

There is no magic wand available to help you keep any 'system' in place. However, establishing a maintenance routine will help you stay on top of the chaos. Here are some room by room tips for your home.

Kitchen

- ☞ Before you go grocery shopping, open your refrigerator. Pitch the old leftovers, do a quick inventory of staples (milk, butter, juice, etc) and wipe down the shelves.
- ☞ Try to use dividers in as many of your drawers as possible. 'House' your items as like with like.
- ☞ Keep a running grocery list posted. When you are low on coffee/salt/crackers, add it to the list. Encourage the rest of your family to do the same.



Office

- ☞ Keep the practice of placing your incoming mail in its own container/in box. Don't process the mail until you are ready to sort.
- ☞ When you sort the incoming paperwork, trash/shred all that you can, place the rest into action categories: bills to pay, stuff to file, calls to make
- ☞ Keep a drawer or bin ready to handle your bills. Keep stamps, return address labels, pen, etc. Be sure it is near your computer if you do online pay.



Workshops

April 19th - 30th

Time Management
Kent State University

This is offered as a 1 credit graduate course.



Car

- ☞ Try a weekly car purge. Grab a recycle grocery bag and a small laundry basket. Pull out the week's trash and random items that somehow land in the car. This is a great kid task.
- ☞ Keep your car maintenance paperwork in a plastic Ziploc in the glove box, if it will fit.
- ☞ Make sure there is a small emergency kit: flashlight, umbrella. AAA phone or auto mechanics phone number.

March is a great Month to start the Garage Attack

During the winter months, items seem to accumulate in the garage. We don't want to trip over them in the house; you don't feel like making a decision on what to do with the stuff; its cold and you don't want to be there.

As the weather gets a little warmer, it is time for the attack. Start the process by looking around and deciding what you can truly live without:

- ☞ The old tv that was replaced by a new one for Christmas;
- ☞ The items belonging to your child who is now 30 and has their own home. (Give them a week to remove or deposit it in their garage!)
- ☞ The lamp that broke and you know you will never repair it.



Remove them!

Once this is done, you can clean. Sweep it, blow it, hose it...whatever it takes to get the mud and crud from winter out. Then start to spruce up your lawn and garden equipment: wash, oil, and re-organize your tools.