

Organize to Economize
Tips to Help you Save Money & Time
Offered By Members of the National Association of Professional
Organizers, Greater Philadelphia Chapter



KITCHEN

*Save kitchen space by placing a free standing shelf as an entertainment/hospitality center at the bottom of basement stairs for serving dishes & small appliances used only occasionally. Kitchen space is best reserved for items used daily or weekly.
(*Kathleen Luskus* www.OMOrganizing.com)

*When you open cooking or baking staples with a long shelf life, such as spices, write the month and year on the container so you can keep track of its age.
(*Ellen Tozzi* www.NaturalOrderDesign.com)

*Keep masking tape and a Sharpie® pen near your leftover containers/zip lock bags. Label every leftover with contents and date. You'll never have to do the "sniff test," you'll avoid wasting food, and you'll note how much you over-prepare and over-purchase!
(*Gen Wallace-Roe* www.HelpingHandsPro.com)

*Buying inexpensive measuring cups and storing them inside the container of ingredients that you use frequently is a good way to save time measuring and washing utensils in the kitchen. Keep the ¼ cup in the oatmeal and the measuring spoon in the coffee or the hot chocolate container.
(*Donna Jumper* www.JumpstartOrganizing.com)

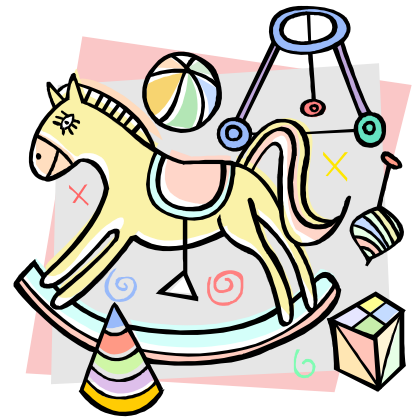


KIDS

*Choose kid storage that can serve more than one purpose, like storage ottomans, under-bed drawers, toy cubes and baskets, even repurposing the lowest kitchen drawers to store baby toys when children are small. Grown-up items used for children can be much more sturdy, economical and stylish than plain plastic bins.
(*Darla DeMorrow, CPO®* www.HeartWorkOrg.com)

*The essentials of a child's bedroom are: a desk, a bookshelf, a toy box, a bed and a place for clothes (either the closet or a dresser). Start with these, and you can find a place for everything.
(*Debbie Lillard* www.SpaceToSpare.com)

*A great way to manage and preserve your children's artwork is to get out your camera. Take photographs of your child holding the artwork or take additional photos of the artwork itself. These photos can be printed out, framed, put into a scrapbook, displayed, or made into great items that can become gifts.
(*Dawn George, CPO®* www.SimplyOrganizedConsulting.com)



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HOME ORGANIZATION

*Shop at home! Often the best organizing gadget is masquerading as clutter. A decorative box, basket, or planter can be reused to organize small items. Enjoy an antique dresser as a hallway table. Let your imagination run wild!
(*Colleen Warmingham* www.ColleenW.com)

*Before disposing of your things, search through them for money, gift certificates or other valuables. One client found her deceased mother's diamond engagement ring in a small box she thought was empty.
(*Adriane Weinberg* www.OrganizedApproach.com)

*Store it where you use it. Keep items where you use them to save time looking for them.
(*Beth Briegel* www.AlignOrganizing.com)

*If you have purged and sorted but still need more storage space, consider the vertical space in the room. A book-case, shelf, or cabinet can provide the space you need.
(*Sue Frost* www.OrganizeMyLife.net)

*Put your holiday decorations away by room. This includes candles for the windows, with the correct length extension cord! Next year, you can pull out one box at a time, and decorate one room at a time to keep the decorating task from being so overwhelming.
(*Gen Wallace-Roe* www.HelpingHandsPro.com)

*Save time searching for things by purging outdated items and then sorting like items into categories: medications, medical supplies, beauty products, make up, etc. Purchase or find organizing containers to make storage efficient and label them. Commit to using up what you have before purchasing more.
(*Victoria Papi* www.KeepItSimpleConsulting.com)

*Instead of using one large laundry hamper in the bathroom, use two apartment size hampers; one for lights and one for darks. There's less sorting, and you'll know when you have a full load of each.
(*Kathleen Luskus* www.OMOrganizing.com)

*Whenever you remove an item from a hanger, put the hanger in a basket. When you get ready to do laundry, bring the basket for easy "out-of-dryer-on-to-hanger" action!
(*Beth Briegel* www.AlignOrganizing.com)

*Keep large board games such as Monopoly or Deluxe Scrabble under the sofa, and decks of cards and smaller games in a flat gift box. Not only will you save shelf space, but the games will always be within easy reach.
(*Bev Gwozdz* www.AnExtraHandOrganizing.com)

*Attics, basements, and garages are loft-like areas which need to be set up for success right away. Get shelving or cabinets installed as soon as possible before the boxes or bulk purchases collect in the middle of the floor and are victimized by water or critters.
(*Karen Jessee* www.NowSimplyOrganized.com)

*Always keep a bag ready to put donation items into. When it's full, take it to the charity and get a receipt to write it off on your taxes. Also, keep a box to fill with items for future sales or auctions.
(*Vali G. Heist* www.TheClutterCrew.com)

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OFFICE / PAPERS / INFORMATION

*When it comes through the door each day, categorize it: TO DO, TO READ, TO FILE. Everything else should be disposed of appropriately. Then move the piles to where you will take care of them.

(Debbie Lillard www.SpaceToSpare.com)

*Grab your unread magazines, articles, and print outs and keep them in a tote bag in your car. You'll always have something interesting to read while stuck in traffic, in the waiting room, or when picking someone up from school.

(Bev Gwozdz www.AnExtraHandOrganizing.com)

*A desktop filing system of twelve folders, one for each month, as well as one that says "taxes" will keep those papers that deal with upcoming plans, directions, invitations, tickets to future events and those vital receipts all in one place.

(Karen Jessee www.NowSimplyOrganized.com)

*People who prefer to see their critical files may be able to leave a filing drawer in a desk *always open*. Think of the drawer as a vertical sorter for critical papers. Important files that would otherwise be stacked on a desk can be within eyesight but instantly stored by closing the drawer.

(Darla DeMorrow, CPO® www.HeartWorkOrg.com)

*When dealing with "to do" papers, it is generally easier to sort into categories so you can accomplish your tasks more efficiently. Create files, envelopes or piles that indicate the type of task the paper requires such as, Bills to Pay, Calls to Make, Internet Research, Things to Read, etc.

(Dawn George, CPO® www.SimpleOrganizedConsulting.com)

*Break large projects down into small tasks. Think of organizing the top of your desk, then one file drawer at a time. Ultimately, your desk and the entire office get organized.

(Sue Frost www.OrganizeMyLife.net)

*Schedule all of your bills for the same due date. Do this by calling the companies to request a new due date. Then, schedule 45 minutes one day a month to pay all of your bills at once. This way you'll avoid missing due dates and paying unnecessary late fees.

(Mia Carpiello www.OrganizingPhilly.com)

*Keep the file names and hierarchy of files the same for your paper and electronic files, including emails and internet favorites. To take it one step further, create an Index of Files in a Word document and use it as a reference.

(Ellen Tozzi www.NaturalOrderDesign.com)

*A good time of year to revamp your paper files is in the end of April, after you send in your taxes. As you label files, remember that filing is about *retrieval*. Use names that trigger your memory. It helps to choose category names followed by specifics, such as "Taxes—2008" or "Insurance—Auto."

(Sara Long www.SaraLong.com)

*Gain control of your finances. Total the amount of your monthly income, list all your fixed recurring expenses, and list daily spending on a spread sheet. Assign an area to keep receipts you may need for returns or reference. Once you establish your spending habits you can begin to pay off debt and save for the future.

(Victoria Papi www.KeepItSimpleConsulting.com)

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TIME

*If it takes less than 60 seconds to do it, get it done.
(Vali G. Heist www.TheClutterCrew.com)

*The first step to organizing is scheduling time for you. Write it in your calendar to make sure you keep that appointment with yourself. If you can't get away for a few hours, set a timer for 30 minutes. Turn off the phone, close the door, and turn on some music.
(Sara Long www.SaraLong.com)

*Pick a time of day when you have the most energy; use that time for tasks that require the most effort.
(Sue Frost www.OrganizeMyLife.net)

*Freshen up your car when you are stuck in traffic or waiting to pick up children from school. Hopefully you keep your coupons in your car, and toss the expired ones. Clean out your glove compartment. Grab a baby wipe and wipe down the inside of your car. Collect trash, put receipts in order, and have a cloth bag in the car for transporting items to the house.
(Danielle O'Brien Simplify DanielleOrganizes@msn.com)

Special Thanks

Product/Service Giveaways:

Collectify
www.Collectify.com

DeleteMyTrash.com
www.DeleteMyTrash.com

dotmine group
www.TimeMine.com

Family Facts
www.Family-Facts.com

The Neat Company
www.NeatCo.com

Pixily
www.Pixily.com

SaveMyPix.com
www.SaveMyPix.com

Send Out Cards
www.SendOutCards.com/11401

Simply Renee Inc.
www.CliptUp.com

Smead Manufacturing Company
www.Smead.com

Professional Organizer Giveaways:

Brenda Kenny
www.BusyBeeOS.com

Colleen Warmingham
www.ColleenW.com

Danielle O'Brien
DanielleOrganizes@msn.com

Dawn George, CPO®
www.SimpleOrganizedConsulting.com

Debbie Lillard
www.SpacetoSpare.com

Donna Jumper
www.JumpStartOrganizing.com

Kris Ellison
Krissy135@myway.com

Mia Carpiniello
www.OrganizingPhilly.com

Rhonda Sinor
www.ActionOrganization.net

Sanka Coyle
www.SankaResolutions.com

Susan Frost
www.OrganizeMyLife.net

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