

Quick Tips to Control Household Clutter

Paper & Time Management

- Open your mail over your blue box and immediately toss what you don't need.
- Take a few minutes each evening to sort incoming papers.
- Use a counter-top filing system (a “tickler file”) to manage your household papers, with files for each month and for each day of the month. Drop in bills to be paid, permission slips, meeting notices, etc.
- Write important dates on your calendar/planner and either recycle or file the related paper in your tickler file. To remind you to look in your tickler file, write a **T** beside the note on your calendar.
- Start an “idea” file for outdoor activities. Collect flyers, ads for nearby attractions and make a list of your own of free and low-cost outings (nearby parks, picnic spots, local fire stations). Keep the file in your counter-top filing system and refer to it when you're looking for something to do away from the house.
- Get a calendar. There are many types such as a planner kept on your desk or a calendar with big blocks attached with magnets to your refrigerator. Write down family commitments such as appointments and activities as soon as you learn about them. Check the calendar every night for the next day's activities. Some families find it helpful to use colours or symbols to help them read the calendar at a glance.

Clutter Control

- Set up “departments” to group items used together and to store them close to where they are used (e.g. a coffee department with coffee, filters, sugar, a few spoons and cups stored above the coffee maker).
- Resist “impulse shopping”. Determine your exact needs before you leave for the mall, make a list and keep it handy while you shop. Staying focused will fulfil your need to shop, but will help you to resist picking up the “deals” that you really don't need and probably won't fit into your life/home.
- When you buy something new, get rid of something old. For example, when you buy new clothes, donate a similar item that you no longer like/wear.
- When the weather begins to change, rotate your closet. Start a donation bag for your local charity. If you haven't worn an item over the past season, put it into the donation bag. Be ruthless with yourself and generous to others.
- Find people or agencies to donate to, and use them often. For example, your local charity, friends with younger children and the school library for books.

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Want to get organized? Get a FREE Idea Kit packed with simple tips to help you get organized at the Organized Evolution website.



MORE TIME - LESS STRESS

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