

## December, 2006

### Plan Your Solution

This will be our last newsletter for the year. Hopefully our past newsletters were enjoyable and beneficial to you and your family. It's our sincere goal to give you tools and tips to become better organized. In order to make a successful New Year's resolution, we have to reflect on what worked, or didn't work, for us this past year.

Did we achieve the goals we set for ourselves at the beginning of 2006? This doesn't apply only to organizing your space; it really applies to organizing your life, personal and professional. With the upcoming holidays, entertaining family and friends, we need to be organized more than ever.



Here are some of my favourite tips on how to survive the busiest days of the year.

- ✿ Make a list of everything you need to buy, make, cook or return. Not everything has to be 100%; analyze, prioritize and compromise.
- ✿ Clear the visible clutter first, don't worry about your drawers and closets, you are the only one who sees them.
- ✿ Buy a new calendar and enter the important dates; your family's birthdays, anniversaries, doctor's appointments or business appointments.
- ✿ Schedule one hour a day to finish your Christmas cards, send packages to loved ones, or to call a friend or relative you haven't seen in a while. This is called "feel great" build up.
- ✿ If you have a business, revise your marketing plan. It's easier to achieve your goals if you know what they are.
- ✿ Your kitchen will be the busiest place for the holidays. Spend 30 min. to get rid of the unused appliances, pots and pans or chipped dishes.
- ✿ Give yourself one hour to weed out your clothes closet. Keep only one dress size.

**Look for our upcoming book "Kick the Clutter, Get organized," 101 Tips to Organize Your Home. A handy little booklet filled with tips and tools to take you from chaos to clarity.**

- ✿ Throw away old calendars, catalogues, unused coupons, warranties that expired and store flyers.
- ✿ Donate the toys your kids don't play with, this has the added benefit of teaching them to share with other children who are not as fortunate. The best lessons in life are ones learned from parents.
- ✿ Don't forget to reward yourself for the great work you are doing for your family and friends.

**I wish you all the best of health, happiness and prosperity in the New Year!**

Thank you for using my services, attending the workshops and publishing my articles; I appreciate the support.

See you all in the New Year!

Ranka

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