



Clean & Tidy Solutions

Organizing your world.

Kick the Clutter
Once and for All
And Simplify
Your Life

www.cleantidysolutions.com

OUR MISSION STATEMENT:

To use our skills and information by offering affordable workshops, coaching and hands on organizing to help individuals and organizations to live and work in the organized and stress free environment.

Ranka Burzan is the author of many articles published in the local newspapers. "Helpful Hints to Organize and Clean your Home," "Your Junk or Your Life," and "10 Tips to Organize your Child."

INSPIRATIONAL QUOTES:

"I'm going to stop procrastinating...once I get around to it."

– Unknown

"Better to do something imperfectly than to do nothing flawlessly."

– Robert Schuller

Homemade Furniture Polish

- a. 1 tablespoon white vinegar
- b. 2 tablespoons virgin oil
- c. 4 cups water

Combine vinegar, oil and water.

Put into a spray bottle.

Spray onto furniture and wipe dry.

This simple treatment is good for your furniture and removes build-up of commercial polishes.

Homemade Window Cleaner

- d. Combine 1 part white vinegar with 3 parts water for an excellent window cleaner.

Keep it Simple Sister!

Ranka Recommends:

1) Space Bag

- ❖ Use the space bag to store all of your twenty duvets, comforters, pillows or blankets. Fold your items, put them into the bag, zip it closed. Hook up your vacuum cleaner hose to suck the air out. Keep it in for one year, then air the items out. Store under your bed or sofa.
- ❖ *Available on-line*

2) Bed Lifters or Risers

- No space under your bed to store extra bedding, out of season clothing etc? Buy four bed lifters or risers to create a space under your bed.
- ❖ *Sold in major stores & Available on-line*

3) Drawer Organizer

- ❖ To store small gadgets such as batteries, pens, scissors or calculators, buy a drawer organizer.
- ❖ *Sold in major stores*

Small Stuff Solutions:

- Here is the simple solution to store nails, staples, washers, screws, nuts, bolts, hinges and other small hardware.
- Take baby food jars or any other jars with good sturdy lids and screw the lid to the underside of your shelf. Put the items you need to store into the jars and then screw the jars onto the lids (which are already attached to the shelves). This is a good way to keep your small items off the counter and keeps them contained.
- Economical and easy to use!

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Sentimental Susies

- ❖ Are you having a hard time parting with your possessions? The solution is simple. Buy a treasure chest or a wicker basket with a lid. Store your favorite pictures, souvenirs, artwork, jewelry etc. Every time you add something, take something out. Label the box for future generations with names and dates.

Organized Office:

- 1) A neat desk gives other people the immediate impression of professionalism and gives you a sense of accomplishment and control
- 2) Instead of ABC system, create 3-6 categories in our filing system: Finance, Insurance, Travel, Crafts, Hobbies etc. **Color Code your filing system**

Bathroom Throw Away List:

- Expired Medication
 - ❖ Half-used bottles of shampoo, hair care products or anything else that has not been used in 1-2 years.
 - ❖ Rusty nail clippers, tweezers, scissors, or anything else that is not useful
 - ❖ Old cosmetics that have not been used in the last 2 years
 - ❖ Old toothpaste, ointments or anything else that's been around so long that it no longer works

Feel free to forward this newsletter to your friends and family who may be interested.

If you no longer wish to receive this newsletter, or communication from us, please let us know. Email us at info@cleantidysolutions.com

Best regards,
RANKA