



Clean & Tidy Solutions

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Organizing your world.

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."

Improve Your
Attitude
Comfort Zone
Paper Clutter
Selling Your Home

www.cleantidysolutions.com

Improve Your Attitude

"The past is an experience! The present is an experiment! The future is expectations. Use your experience in your experiment to achieve your expectations."

When I started my business two years ago at the age when most of us are thinking of retiring my subconscious mind started sending me the old and stale message "you can't do it, you are too old, you don't have what it takes." I started by fighting back and meeting the people who believed in me, and what I was trying to achieve. If you want to achieve something badly enough others will be there for you. I have been in love with my business for the last two years and my life is full in every sense of the word. Please read the poem "Comfort Zone."

Comfort Zone

I used to have a comfort zone.
Where I knew I couldn't fail
The same four walls of busy work,
Were really more like jail.

I longed so much to do the things,
I'd never done before.
But I stayed inside my Comfort Zone
And paced the same old floor.

I said it didn't matter,
That I wasn't doing much,
I said I didn't care for things,
Like diamonds, furs and such.

I claimed to be so busy
With the things inside my zone
But deep inside I longed for
Something special of my own.

I couldn't let my life go by,
Just watching others win.
I held my breath and stepped outside
To let the change begin.

I took a step and with new strength
I'd never felt before,
I kissed My Comfort Zone "Goodbye"
And closed and locked the door.

If you are in Comfort Zone
Afraid to venture out,
Remember that all winners were
At one time filled with doubt.

A step or two and words of praise,
Can make your dream come true.
Greet your future with a smile,
Success is there for you.

Reminders:

- Go through your medicine cabinet, refrigerator, freezer and food cabinets. Throw away anything that has expired or looks suspicious. Start fresh by labeling the food or paying attention to the existing labels. You will create more space for the things you need and use.
- Sort your cookbooks and donate those that don't suit your cooking style, taste or time.
- Create a monthly "To Do" list. First finish the chores you don't particularly care for, then the chores you enjoy doing. The rewards of feeling good are tremendous.
- Update the photos of your loved ones in your wallet, album or on your bedroom dresser. While you are at it, organize your pictures. Throw away negatives and those you don't recognize.

Paper Clutter:

What to do with the mountains of the paper in your office, kitchen or living room? The solution is quite simple, keep only 20 % of the papers. The rest of the papers you can shred or recycle. Sort your incoming papers daily or assign 1-2 hours per week to deal with your paperwork. Be very specific. Saturday, February 25, 10:00 -12:00. To avoid losing important papers, keep your papers contained and labeled.

- Set up a recycling box or a shredder near where you receive your incoming paper. Throw out immediately anything you don't need or use.
- Keep one see-through container marked **URGENT** for the items that require your immediate attention.
- Sort the papers into three action-oriented categories: To Pay, To Read, and To File.

In order to keep your home clean, tidy and functional, involve you whole family in the cleaning and organizing process. Don't forget the rewards for everybody. Pizza and movies are always good!

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Selling Your Home:

The common mistake that sellers make when trying to sell their homes is they assume because they are comfortable in their own home, a prospective buyer will feel the same. The majority of buyers will feel differently about your home than you do. They need to be able to visualize themselves and their things in a home before even thinking of making an offer. It is not only smart to organize, stage and prepare your home for sale; it's a must in this very competitive business. The first impression is very important; it could make or break a sale.

10 Top Tips to Improve Your Curb Appeal

1. Define your boundaries. Invest in some fencing to show your potential buyers what they are getting for their money.
2. Cut the grass and trim the borders. Add a splash of color by planting some annuals or perennials.
3. Remove and store away children's toys, hoses and any other clutter. Throw away broken flowerpots and dead flowers.
4. Paint exterior walls a bright welcoming color. Don't forget to paint your front door. Make sure the door and the lock is working properly.
5. Install adequate lighting in the front and the back of your home. Keep your light fixtures clean and free of cobwebs.
6. The house numbers have to be big and visible. Invest in a new set if you have to.
7. Put attractive planters and hanging baskets by the front and back door.
8. Clean your driveway and the patio of fallen leaves, newspaper, and other clutter.
9. Add some decorative fixtures to your garden. A sculpture or a garden light is always appropriate.
10. Buy a new welcome mat to add a feeling of a well maintained home. Have a weekly maintenance plan to keep the outside of your home looking great.

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