



Ranka Burzan

– Feature Article:

*“I Have to Get Organized”  
- Does It Work?*

– News & Events  
Workshop  
Announcements

– Work for Tender

[www.cleantidysolutions.com](http://www.cleantidysolutions.com)



# Clean & Tidy Solutions

*Organizing your world.*

## OUR MISSION STATEMENT:

To share our skills and knowledge through affordable workshops, coaching and hands on organizing/staging, assisting individuals and organizations to live and work in a more 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.”

## “I Have to Get Organized” - Does it Work?

*“The way to get started is to quit talking and begin doing”  
Walt Disney*

### About Goals

Many of us make New Year's resolutions with enthusiasm and passion. We are determined to keep our resolutions to be better organized, to loose weight, to have a better job or to save money. Unfortunately all the promises we made are forgotten by the time February rolls around.

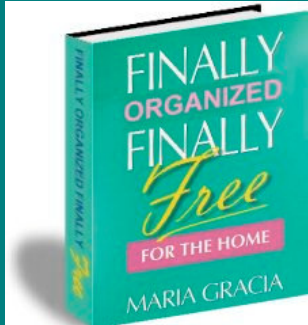
The seven simple steps that will help you accomplish your goals.

### SHORT TERM GOALS

Instead of making a resolution for an entire year, make your resolutions monthly; January, February etc. If you want to organize your bedroom in January, divide your big project into small and manageable mini projects. The first week in January, organize your closet. The second week, organize your dresser and so on. February: Schedule the time to organize your kitchen. Again use the mini projects, the first week, the cabinet above the sink, the second week a junk drawer etc.

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Tired of clutter all over your home or office?



Is your 'To Do' list a mile long? Do you struggle with procrastination? Would you like to prioritize better?

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## MASTER GOAL LIST

Don't keep your goals in your head, write them down. With so much going on in your life, they will be easily overlooked. Each month through the year focus on the couple of your goals you like to accomplish. Reward yourself every time.

### MAKE YOUR RESOLUTIONS - S.M.A.R.T:

If we grew up in a disorganized household, most likely we didn't acquire the necessary organizing skills. Some of us work very hard to become better organized and more productive but the habits we learned as children are hard to break.

### SPECIFIC:

Because of our hectic lives, where we are pulled in hundreds directions, your organizing goals must be specific. For instance, it is not enough to say that you would like to get organized, is too general. I will commit 30 minutes every day from 4:00 - 4:30 to organize the bathroom drawer. Then stick to it.

### MEASURABLE:

When making resolutions, think in terms of numbers. I will donate five items I don't like or use.

### ATTAINABLE:

For most of us making challenging resolutions is easy, achieving them its impossible. We get overwhelmed, feel guilty, frustration builds up, and we abandon our goals and dreams. Break your goal into bite - sized pieces and work on them daily.

### REALISTIC:

Learning a new skill and changing our habits is a difficult task for most of us. Become better organized and maintain your home will take time and persistence. Be realistic about your goals. You are not going to get organized in one day you didn't accumulate your possessions in one day.

### TIMELY:

We use this phrase quite often and loosely "someday," I personally was a queen of someday or procrastination. The resolutions made with no start or finish date are very seldom accomplished. Again, be specific. Start, January 3, 2006, deadline March 3, 2006.

I wish you the best of luck setting and achieving your goals!

Ranka

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Clean & Tidy Solutions

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and type 'Unsubscribe' in the  
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Best regards,  
RANKA

**RELATED NEWS & EVENTS - WORKSHOP!!**

**Attend These GREAT September & October Workshops  
- by Ranka Burzan!**

**Johnston Heights Secondary Instructor  
- 15350 - 99 Avenue, Surrey, BC:**

- **Saturday, September 30<sup>th</sup>**
  - 9:30 am - 2:00 pm
- \$39/1 session GU-1640121

**Guilford Library in Surrey  
15105 105th Ave Surrey, BC**

- **Tuesday, October 24<sup>th</sup>**
  - 7:00 – 8:30 PM
- FREE – Bring a Friend!

**Very Informative, Lively, & Proactive - Come and See!**

**Ranka's Instructor Profile:**

Ranka Burzan's workshops are very creative, simple, fun, informative and practical. You will learn powerful step-by-step tools on how to clean and organize every room throughout your home, garage and office. Ranka reveals the secret S.P.A.C.E. formula the lifetime skill of how to finally conquer the paper clutter, keep one dress size and what to do with your children's outdated toys and clothes. Workshops are always exciting and well worth the trip!

**WORK FOR TENDER:**

**Clean & Tidy Solutions is looking for the following tradesmen:**

**Carpenters \* Painters \* Carpet cleaners  
Rubbish removal**

**For more information call Ranka Burzan.**

**604 594-3240 or 778-840-4689!**

**Newsletter by Goertzen Associates**

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**780-354-3738**

**Writing What You Are Saying.**