



Ranka Burzan

– Feature Article:

*“Why Put It Off?  
Do It Now!”*

– News & Events  
Announcement:

Oct. 24<sup>th</sup> Workshop

– 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.”

## “Why Put It Off? Do It Now!”

*If you don't want to do something, one excuse is as good as another.  
- Yiddish Proverb -*

### Seasonal Rush is Coming

Here we are almost on the end of the year. Time sure goes fast when you're busy or getting older. For the next couple of months everybody will be rushing to the stores to buy special gifts for loved ones. Some of you will start baking, decorating or waiting in line at the post office to send a gift to your family or friend.

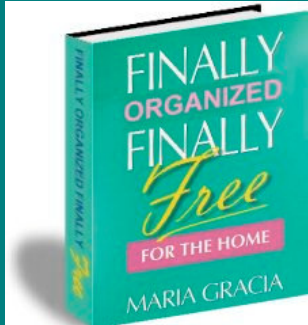
How will you feel if your home is not organized or maintained in the next few months? Are you postponing getting organized because the project is too big, too overwhelming or not enough time to do anything?

### What's Your Excuse?

Even if we don't want to admit, we are all guilty of procrastination. In my workshop I ask participants to clarify their own personal, specific procrastination pitfalls by writing out a list of 101 things that they've been meaning to do but never get around to.

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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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### Clipboard List

You could carry this list with you attached to a clipboard for more official look or post it where you could see it every day. During the process of making a list, I encourage you to walk around your house or work space, your computer, your closets, drawers, cabinets, etc. On the 101 list write down the things that need to be: Repaired, returned, changed, removed, cleaned, tossed out, washed painted, remodeled, deleted, purchased or organized.

The 101 list is not limited to a walk-through around the house and work area. I encourage you to look into all aspects of your life: Physical, mental, spiritual, emotional and social. Does any of this need your attention, a little bit of tweaking or complete overhaul?

### Repeat Often

Also, this is not a once-in-a-lifetime exercise. The list constantly changes. Anytime you start feeling overwhelmed with things to do, you need to write the list. We keep way too much information and the things are not helping us in our head. No wonder we can't think straight sometimes! Very soon guilt and anxiety can take over our thinking and our lives. Many of my clients have told me that writing out the list resulted in their taking care of a few chores on their list. They also reported a feeling of pride and control over the situation. The bottom line is we all have more than one excuse not to do the things we don't like. I personally could write a book on why I don't like doing my own bookkeeping! So, what's on your list?

My motto is *"Do It and Be Miserable or Hire Somebody and Be Happy!"* Being truly organized really affects all aspects of our lives, including our sense of self worth, health and productivity.

I hope these tips will motivate you to get organized and live the life you deserve.

Till next time,

Best Regards,

Ranka

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Clean & Tidy Solutions

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Best regards,  
RANKA

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

**Attend the October 24<sup>th</sup> Workshop  
– by Ranka Burzan!**

**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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**Writing What You Are Saying.**