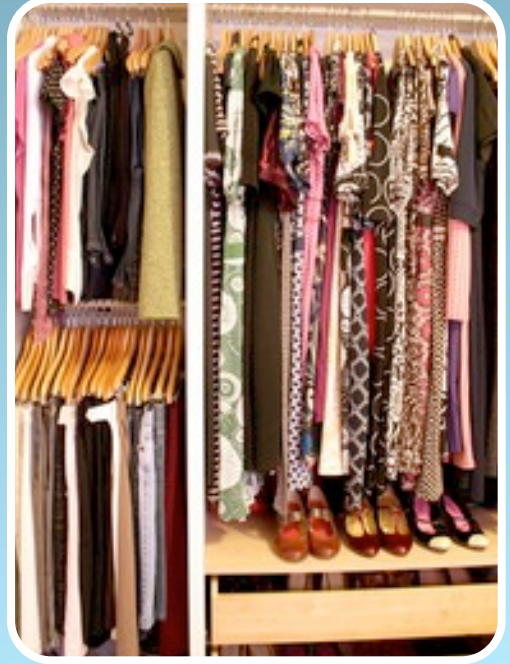


Getting It Together

You can begin to get control of clutter and get organized in as little as 15 minutes a day!



TOP TEN ORGANIZING TIPS: Getting it Together in 15 Minutes or less

Thank you for connecting with us!

Chances are you reached out to us because:

- You are feeling overwhelmed...
- You wish someone would help you with purging...
- You're feeling stressed because of all the clutter...
- You feel like you need to downsize but don't know how...

At **Getting It Together**, we feel **EVERYONE** can learn to be more organized. That's right, even your teenager! It takes a little time, effort and knowing some of the hottest TIPS in the profession. But it can be done. In fact, just putting in a few minutes a day can eventually help get you organized and on track.

Most people do not start organizing because they feel they don't have the time, energy or knowledge to begin the task. They feel they do not know how to move forward with clearing the clutter and getting organized. We are going to give you all the tools and TIPS needed to start with your organizing journey. You'll be happy to know that you can start to move forward in only 15 minutes a day.

So set your timer, pour yourself a nice cup of tea, get a box of black garbage bags and try one of these ideas. Pick one, **stay focused** and then move onto the next. **Ready? Let's get started!**

Fresh Ideas



Ready for more?

(Top) Use a label maker to identify what's in each jar.

(Middle) Angled inserts help conserve space in regular drawers, allowing for better organization and more room.

(Bottom) Jars with clear tops let you see what's inside and add an interesting colorful arrangement.

Getting It Together TOP TIP #1

Let's take a look at your spice cabinet. I'll bet that in 15 minutes you can go through your spice cabinet and get it looking pretty good.

- 📌 Pull out all of the jars and bags.
- 📌 Give the cupboard or drawer a nice clean.
- 📌 Toss all of the old expired spices and herbs and the ones that you do not even recognize. Ask yourself, "How many poultry seasonings do I really need?"
- 📌 Put all your spices and herbs back in the cupboard or drawer. Trust me: this will only take 15 minutes.

Getting It Together TOP TIP #2

Another fun and fast 15 minute task is the plastic container cupboard.

- 📌 Pull everything out of the cupboard or drawer. This is a fun task for your kids to help you with.
- 📌 Put all the lids together in one area.
- 📌 Stack all the 'like-sized' containers together.
- 📌 Match each lid with each bottom. Any spare lids or bottoms must be purged.
- 📌 Store your containers back in the cupboard or drawer. Keep all the lids together in a basket in that same cupboard or drawer.

Imagine never having to dig for containers or lids again!





Getting It Together TOP TIP #3

How many magazines do you have? Do you think you will EVER reference back to them? We all have the best of intentions of doing that but somehow we never seem to. Do you think you could go through all of your old magazines in 15 minutes? I'll bet you can.

- 📌 Take all of your outdated magazines (anything that is more than a month old) and put them in a box.
- 📌 Donate your magazines to your local library, gym, doctor's office or school. The kids love to cut them up for school projects and posters. Now doesn't that feel great?

The things that are weighing you down could bring great joy to someone else. Let them go!

Getting It Together TOP TIP #4

Books, Books and more Books! Why do we keep books we have already read? Do you think you will ever find time to re-read that book? Some may, but MOST will not.

- 📌 Go stand in front of your book shelf.
- 📌 Pick up one book at a time and ask yourself, "Would I buy this book again?"
- 📌 If so, keep it; if not, pass it on with love. Your bookshelf needs to be a reflection of where you are going, not where you have been.
- 📌 Donate your books to the Library, a senior's home or pass them on to a friend.

Fresh Ideas

Feeling adventurous? Make your books part of your decor by organizing them by color (Top Left) or by arranging them in ways that complement other art pieces (Right). If you have specific books or magazines that offer visual interest (art, photo, architecture, travel), don't be afraid to display them.



Getting It Together TOP TIP #5

Are you having fun yet?
Now it is time to ponder the cabinet under the bathroom sink. Set that timer again.

- 1 Pull everything out from under the sink. (Are you starting to see a trend here?)
- 2 Give it a good wipe down.
- 3 Only put the items back under the bathroom sink that you need and use. Toss all those containers of shampoo and body lotions that you are not using. (I know, they have a tiny little bit of product left in them. You had the best of intentions of using the product up but just haven't gotten around to it yet. Guess what? You won't.)
- 4 Any full bottles of products that you are not using and will not use can be donated to a women's shelter.



Make the most of small, narrow or oddly-shaped spaces.

Getting It Together TOP TIP #6

Cleaning up the Linen closet is fast & easy. You know what you need to do first. Yes, that's right:

- 1 Pull everything out onto the floor.
- 2 Match all your sets of sheets. Fold them as neatly as possible.
- 3 Match all your same size towels together. Pile your facecloths together and your hand towels.
- 4 Arrange your sheets back into the closet, by bed size. *A maximum of 2 sheet sets, per bed, are more than enough.*
- 5 Arrange your towels and face clothes back in the linen closet. You'll know how many is enough for you and your household. Keep a couple of spare blankets and pillows and pass on the rest to those in need.

Fresh Ideas



Maximizing the space:

(1) Use baskets or bins to keep bottles and small objects together and to add visual interest. (2) Racks or over-door hangers can add much-needed storage. (3) Using inserts with pull-out drawers or baskets ensure that the back of deeper cupboards don't become wasted space.

Tackling that bedroom closet can be a breeze!

Getting It Together TOP TIP #7

Accessories — *this includes scarves, earrings, bracelets, necklaces, rings, belts, etc. Do you have them all over your house? Do you have every piece of jewelry that was ever given to you? Are you stuck in a time warp?*

🔩 Select all the items that you really love, wear and use. Make sure it is in style and still looks good.

🔩 Organize your belts in baskets, your scarves on one of those funky scarf hangers and your jewelry in a jewelry box or jewelry hanging organizer.

🔩 “Real” jewelry that you no longer love and wear can be put on consignment at some jewelry stores. Just remember to pass on all the other fashionable jewelry that is no longer in style. You will not want to wear it again when it comes back in style....years later.

🔩 Accessories that come back in style are always slightly different; and the rule in fashion is, “If you wore it the first time it was in style, you shouldn’t wear it the second time when it comes back.”

Getting It Together TOP TIP #8

Speaking of accessories, keep all your purses together. Keep the current fashionable ones and pass on the rest. Please make sure your purse is well cared for and organized! *(By the way, for some ideas on getting your purse organized, [click here.](#))*

Getting It Together TOP TIP #9

*Now that you are on a roll and are having so much fun, why not go to your **shoe closet**? Can you see how fast and easy it would be to organize it in 15 minutes or less? I’ll bet you know what you need to do.*

Consider paring down to a few high-quality items that you love and wear often.



🔩 Remove all your shoes from your closet.

🔩 Pick up each pair of shoes and ask yourself “Would I buy these again if they were stolen or lost?”

🔩 Keep only the shoes you wear, love and would buy again. Pass on the rest with love. Make sure that the shoes you keep are in excellent shape and well polished, as your shoes – and your purses – really complete an outfit and do say a lot about a person.

🔩 Put your shoes back in the closet.

Fresh Ideas





Full closet organizational systems are amazing (above right) — but you can **stay clutter-free on a budget**, too. You can arrange purses on the inside of your closet door to save space (far right), and even something as simple as an ice cube tray can keep small jewelry items from getting tangled or lost (right).



Getting It Together TOP TIP #10

Computer clean out. Do you let out a groan every time you open your email and think, *Ugh. There's so much junk in here! How am I ever going to get caught up?*

Here are a few things you can do—keeping to the 15-minute rule—to get a good start at cleaning out your Inbox.

-  Back up your computer. Some of our clients like to do it every day and some do it once a week. Do what works best for you and your situation.
-  Set the timer for 15 minutes. Look at your inbox. Delete all e-mails that you have dealt with. In most cases there is no reason to keep them.
-  Delegate any e-mails that you can.
-  Clean out your “trash” file. Freeing up space on your computer will keep it working faster.

If the physical space around your computer is a place you enjoy being, you're more likely to keep the space in your computer clear, as well.



Fresh Ideas

So what's next? If you have 15 extra minutes and you feel like you're on a roll, try these quick tricks to keep you on the path to Inbox nirvana. (1) Set up folders for items you know you'll want to keep track of (business receipts or client emails, for example). (2) Set aside 5-10 minutes each day to scan through emails and stay on top of accumulation. (3) Your time is precious, and it's okay to spend it wisely. Let go of any guilt about not reading or passing on every forward. It's okay to hit “delete.”

Getting It Together

YOUR NEXT STEP

I am excited for you and your success.

Please stop by my [Facebook](#) page and share with me the “high five” moments you had implementing this 10-day action plan.

I look forward to helping you in any way I can.



- Do you have a particular area of your home that needs **more attention**?
- Do you **have other areas of your home & life** you want organized, such as your garage, vehicle, wardrobe, cosmetics, home office, or a collection?
- Would you simply like some **additional support** getting organized?

If yes, you've got two options:

1. If you live in British Columbia, I offer personalized one-on-one [in-home organizing](#), as well as [moving & transition organizing](#), [image consulting](#) and [purse organizing parties](#).

To explore this option, please call or email me to set up a **complimentary** no-obligation 30-minute phone consultation.

During the consultation we will discuss your **biggest organizing challenge** and what is frustrating you. I will provide you with some tips so that you can move forward right away.

Then we will discuss details and pricing. If we are good fit for one another, we can schedule your first personalized in-home organizing session.

2. If you live outside British Columbia, or are a do-it-yourself type person, I recommend getting my [Clear Your Clutter](#) audio CD.

Getting It Together

This audio CD will walk you through step-by-step as you organize each area of your life and home.

It will help you move forward with clearing the clutter and staying clutter-free. There are numerous tips and suggestions for all areas of your home and office.

The tracks include:

- How clutter affects us
- Rules of de-cluttering
- Wardrobe, make-up & other personal affects
- Garage & car
- Office
- Miscellaneous clutter
- Cost of clutter
- Staying clutter-free



Just chose which area you want to organize, then listen to the corresponding track.

It will walk you through your project as if you have your own personal organizer by your side!

Each track is short and easy to follow.

“Every time I want to clear some clutter I listen to Rowena's CD. If I am purging my make-up I listen to that track. If I am clearing the clutter in my office I listen to that track. It is like having Rowena on my shoulder. This way it is not so overwhelming. Rowena's "Clearing the Clutter" CD helps to keep me on track and focused.”

—Laraine W- White Rock BC Canada

Getting It Together

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For details and to grab your copy now, [click here](#).

But first, check your email. I emailed you a **coupon code** so you can **grab your copy for 50% OFF!**

May this be your most together year yet!

Sincerely,



Rowena List
Professional Organizer, Image Consultant & Speaker

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