

How Can I Help You Get Organized?

by Dale Manno

Owner, DALE DESIGNS

"Getting Through The Day In An Organized Way"

Want to feel like you've got a jump on your day? Start the night before. Spend just a few minutes to choose what you'll wear in the morning, including your accessories. For some reason, it's quicker to do this at Night than in the morning, when you're in a hurry.

Next, plan dinner for the next evening. If you'll be eating out, decide where. If you'll be ordering in, get out the menu. If you'll be cooking, take a quick look in the fridge and pantry and write down what you plan to make. Take out whatever recipes, pots, pans, utensils and spices you'll need and keep them out on the counter. Set the table. When you're ready to prepare, thaw, or order the meal, there won't be any guesswork involved.

Got a lot of chores to do around the house? First, put a load of laundry in the washer. Isn't there ALWAYS a load of laundry to do? Then, set a timer for 15 minutes (I'm not kidding!) and start in one area, perhaps the kitchen. Unload the dishwasher, reload the dishwasher, wipe down the counter tops. When the timer goes off, reset it for another 15 minutes and move on to the living room. Do a quick "pick up" and dust the furniture. Fluff the sofa pillows. When the timer goes off again, it's time to transfer the laundry to the dryer. Reset the timer and clean another area, maybe a bathroom. Then set the timer for 15 minutes and TAKE A BREAK!

You will be amazed at how much you can get done in an hour with this method. You'll be ready to fold and put away that load of laundry, three rooms will be cleaned, and you got a 15 minute rest, to boot. If you feel like continuing after folding the laundry, go for it.

Take out your date book (or PDA) before you make out your grocery list, so you'll know how many meals you'll be eating at home. Then actually plan the meals for the week and write them down. Keep that meal list out where you can see it every day. It's so much easier to know in advance than to have to make meal decisions when you're tired or stressed after work.

I am a professional organizer, and I love what I do. Call me to help you with your business and/or professional organizing needs. I'm also available for public speaking on, you guessed it, getting organized. You may want to think about decluttering your kids' rooms, transforming your clothing closet into your own personal boutique, or reorganizing your kitchen. Need to tame your paper tiger? How about some time management advice? Call me. I offer a complimentary consultation, and I'd love to help YOU get organized!

Dale Manno, Owner

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