

Lori Harvey

415.747.5674 • Lori@TheRightAttitude.com • www.TheRightAttitude.com

Lori's Tips for Happy Organizing

What I love, is when my clients share stories of living in a more peaceful and highly efficient environment in their newly organized spaces.

What's your story going to be?

Are you considering or for sure making a move? Desire to downsize and cleanout even if staying put and not moving?

Be kind to yourself during this process. No judgements. No guilt. Just allow whatever comes up to come up.

- ❖ Some of you may want to journal about this next process. It is a wonderful way to get clarity and give deep meaning to your desire to clear away all things you no longer want or need and only keep what truly brings you joy. Clearing clutter and excess will bring joy, a tremendous uplift, allow for better health mentally and physically (no more items gathering dust into your home) and spiritually.
- ❖ Visualize your entire surroundings being perfectly organized, looking beautiful and minimalistic. Visualize your artwork, art pieces, things you've collected over the years. Do they still bring tremendous joy to you or is it time to release some of them? Visualize, lean into this experience. Write down your thoughts.

1. Before you start, sit, or lie down in a comfortable place.
2. Close your eyes, take several deep breaths.
3. Visualize your home and its entire surroundings.
4. Does it make you feel at peace? Or does it stress you out? Does what you see in your home bother you?
5. Does it boggle your mind that you have too much stuff? Do you have clutter?
6. Do you have paperwork in piles, receipts, and documents out of order? Difficult to find things?
7. Or is your paperwork and office beautifully and artfully organized? Easily able to locate every single document, receipt and all else?

8. See other areas of your house, hidden items in a closet, behind/under beds, piled up on dressers, desk, garage piled high with junk and things you no longer need or want?
9. Waiting for kids to come over and help or decide what they want?
10. Open your eyes slowly and write down your thoughts.

More thought, Ideas for next steps, creating better clarity and a plan:

1. When you pick up an item that you once considered of value, look at it with different eyes today. Does it sing to your heart? If no, let it go.
2. Is there value to you in this item? Why? Family Heirloom? Obligation to keep or give to your kids/grandkids?
3. Take pictures with your phone of items you think family may want. Do not be offended if they say thanks but no thanks or just plain no.
4. Have a several packs of yellow legal binder pads or a lined notebook with different sections. 1 entire notebook or legal pad per room and/or area. Reason...you'll never remember your ideas or find them when they are all jumbled together.
5. Title notebook/legal pad 1st page ie: 'Bedroom' 'Office' 'Kitchen' so there no confusion when discussing, planning etc.
6. If you're tech savvy, you may also desire to use your 'Notes' section of your iPhone. Personally, I use a combination of both
7. Walk around your home, sit in your favorite chair or at the table writing notes.
8. Identify which rooms need attention. Example: Kitchen, pantry, cabinets, drawers, under sink...
9. WHY - Why do you want to have this clean and organized? Might be determined by many things; your frustration of not being able to find things, needs cleaning, in a disarray, will look beautiful and feel wonderful when completely organized. Not how you used to live when you had more energy, time and motivation. What's the feeling here?
10. Resolution; To get it done. With help, or without? Guidance? Virtual, phone or in person support?
11. State what you think you'll need. Being overwhelmed when you are thinking about projects, and once you've started to tackle them generally requires some type of support if you're like most of us that it just makes it easier. Even talking with friends and family sometimes helps (not always though).

12. Goal – example: When do you want to achieve this wonderful clean kitchen (or whatever room) by?
13. It may take long hours for an entire week. Or it may take 4-6 weeks and done in sections.
14. Note ~ when doing a big project, keep in mind, it's not just about cleaning a drawer or a cabinet. It's about the bigger picture - Almost always, things need re-arranging. Our lifestyle changes, cooking habits, family size, dishes, silverware, food purchases, health and many items contribute to new changes. It may be better to have the blender in a more convenient place and large soup pots in a less convenient place for example. The decisions and choices are endless and can be a lot of fun.
15. I strongly suggest you have ALL OF your 'organizing and cleaning' supplies BEFORE you start your organizing project. There is nothing more frustrating to not have containers to place things in, or possibly be stuck with old, non-functioning tools, containers etc. to work with.
16. Lori's list of Organizing Supplies on a separate PDF. Check out the list and see what you already have. Then add to your purchase list of other items you'll want and need for your projects. Pull those items together so that they are all close to the project.
17. Note ~ If your budget is super tight and there is zero room for any purchases, you'll figure out a way to get creative. You probably already have spray cleaners, and rags. You can do anything with very little cost, but I strongly recommend if there is money to spare, buy things to help assist you with your projects. It will definitely lighten the load and ease the frustration and allow for some amazingly beautiful end results.
18. The fun thing about organizing is, nothing is set in stone. If you don't like where/how it is and while working in other areas, you notice this place might be better for something, go ahead, change it up!
19. Note ~ It's really fun when your creative juices start flowing and you have a lot of storage type containers on hand in numerous sizes... Imagine staring at a space and say ~ hey, I know what these items will look good in and how to make this space look better and more functional. Then go grab one, and have fun with creating a new fun, beautiful and functional look.

Several things to keep in mind when projects are started

- a) Choose a one project but not all of them at once. Once entire cabinets, drawers etc. are emptied it will be a huge mess before you rearrange/clean.
- b) Let it be ok...it's part of the process. And yes, you might be stuck looking it, figuring things out, where they should go etc. for a lot longer then you thought it would take. It may be annoying and frustrating that it's taking up space and creating a bigger mess. It is all part of the process.
- c) You're nurturing your soul and your environment right now, and this takes time.
- d) Allow yourself to take a journey through your past and keep envisioning where you want to go, what your desired result is, and enjoy the process.
- e) Allow yourself breaks. Take a walk, get some fresh air, talk with friends or family to lift your spirits.
- f) Feel free to repeat step #1 often on 1st page about lying down/sitting in a comfortable place, closing your eyes and visualizing how you want things to look. Visualize the end result over and over. See the project(s) being completed and yourself living in this newly organized space and how it makes you feel.
- g) Don't get discouraged. For most of us, this is a lifetime of built up stuff we've collected. It didn't happen overnight, nor are we going to get rid of it overnight.
- h) Have patience, be kind and loving to yourself during this process.

If you can hire someone, have family member, caregiver help ~ it will make your life much easier. Tip...don't micromanage them 😊!

PAPERWORK

This is probably the most Important Component in Organizing your life.

- Make sure to have all office supplies ready prior to starting this project.

Next...

- Sit on floor, or comfortable chair.
- Start attacking 1 file or 1 piece of paper at a time.
- Create stacks of individual titles. Papers that = same label/title ie; Utilities
- Immediately take your sharpie marker pen and post it to label what these represent
- Post-its – Identify each stack of paper
- Later – another day, put into files you will label with your best printing and a blue sharpie marker pen.
- Later you can fill out the plastic tabs titling them (they come with hanging file folders).

GOAL...SORTING PAPERWORK. YOUR FILING SYSTEM A-Z

(Can be slightly different depending on how you think about finding things)

- Banks
- Bills
- Credit Cards
- Correspondence/Memories
- Emergency
- House
- Durable Medical / Power of Attorney
- End of Life Choices
- Legal
- Living Trust
- Passwords
- Power of Attorney
- Social Security
- Stocks
- Taxes
- Will

*** Emergency Preparedness – Locate in easy to reach grab & go location**

1. Do you have your Emergency red - backpack fully stocked and ready to grab and go in case of an emergency? Do you know what to put in it?
2. If no above, do you prefer to buy a ready-made one? Do you have a great place to purchase? Ask Lori if you need an online resource to purchase.
3. Emergency backpack(s), in addition to making sure survival items are there, have medication, copies all meds/prescriptions you take, your Doctors, glasses/contacts/lens solution, lots of cash, flashlight(s), matches, copies of all; CDL and/or Legal ID, Credit Cards, Birth Certificate, Passport, Family Phone #'s and locations. Mini-toiletries kit (face/body wash, brush/comb, toothbrush/toothpaste, body/face/hand lotion, towel, washcloth, TP, Paper towels, water, food basics, and first aid kit. Walking shoes should be located directly under your bed, in the event of an earthquake/shattered glass. 1 pair of sweatpants/shirt/t-shirt/shorts, jacket, 2/4 pairs undies, 2 socks. Travel CPAP Machine/Equipment if needed. Cash...as much as you can spare in the event CC machines not working/electricity/internet down. I like to separate above items in freezer zip lock bags of 2 sizes, like kind with like kind. IE: Money/CC's, Copies of legal paperwork, Towel/washcloth etc. Did I mention HAND SANITIZER?
4. DON'T FORGET – if you have to run out the door in an emergency, grab your phone, charger, keys, wallet/purse, computer & charger.
5. This list can vary greatly, and you may find more items from commercial lists to include in your emergency backpack.

Manifestations ~ I love my beautiful well- organized home...

- I am...enjoying
- I have the energy to...
- I can decide
- I have written a plan
- I am excited about...
- I have the time & energy to...
- I am creating...
- I am progressing weekly
- in undertaking my home and personal life reorganization
- Am thoroughly enjoying
- I give myself full permission to find joy
- Each week I joyfully
- I allow myself to ...
- I am creating the time to...
- I am visualizing and manifesting the perfect...
- I am enjoying...? taking better care of myself ...
- Create your own positive manifestations in present tense.
- Leave out words that are; in the future, 'I wish' 'I have to' 'I should' 'If only' 'I need'.

Have fun all and thanks for joining me today!

Please feel free to let me if I can help you further in any way.

With Love & Gratitude,

Lori