



## GET STARTED!

FOLLOW THESE SIMPLE RULES TO BEGIN A CLUTTER-FREE LIFE TODAY.

### 1 WEED OUT AND LIVE LEAN

Consistently weeding out and getting rid of unwanted items, whether tossing, recycling, or donating is the key to being organized.

- >> Keep a garbage can handy when going through the daily mail.
- >> Arrange for a monthly charitable donation pick up and regularly go thru your home looking for things that can be donated.
- >> Live in your space as though you're moving next month, if you wouldn't pack it with you on a move, let it go.

### 2 CREATE A PLACE FOR EVERYTHING

Being organized is about finding what you need when you need it, therefore, everything needs a place to belong. Just remember, you can't fit 10lbs. of potatoes in a 5lb. bag!

- >> If your files or closets are over-filled, it's difficult to add things. When you're in a hurry, you won't put them away properly. Weed out and create places for what you want to save.
- >> Make sure everything has a place. If you don't have an appropriate place to store things, you'll be overwhelmed when it's time to clean up. If you're tight on space, Closet Works can help you create extra space wherever you need it.
- >> Products like drawer and shelf dividers are the key to fitting in and finding what you need in any drawer or space.

### 3 MANAGE YOUR TIME WELL

If your time isn't organized, you won't be organized. We all have the same 24/7, use it wisely.

- >> Don't overfill your calendar. Allow time between tasks.
- >> If you use an electronic calendar, use the alarm feature. Have the alarm remind you of appointments, tasks and meetings.
- >> Schedule ALL of your time. Carve out time for organizing, down time and every incidental throughout the day, it will make you more productive. There will always be distractions, but having a schedule will help keep them to a minimum.

**(800)-4-CLOSET (425-6738)**

CHICAGO'S OWN CLOSET COMPANY SINCE 1987.



## GET A PLAN!

PREPARE YOURSELF AND THE REST WILL COME NATURALLY.

### 4 CREATE A SYSTEM FOR PAPER FLOW

Mail and papers are a constant source of chaos at home and in the office. Spending some time to create systems will pay huge dividends in the end.

- >> Always open the mail in the same place. Optimally with a garbage can, recycle bin and file drawer nearby.
- >> Create temporary files with a post-it note. Having a place to put related papers for a project will keep you organized.
- >> Don't over-detail your files. Create a January 2009 file and keep all the bills paid in January in it. At the end of the year archive your monthly files and start again.

### 5 ESTABLISH HABITS AND ROUTINES

There are no organized people who do not have good habits in place and routines that work to help them stay organized. People think that some are graced with the organization gene, it's really a matter of priorities and working constantly to keep systems in place.

- >> Set a timer if you have a few extra minutes and spend them in "put away" mode.
- >> Pick a number and put away that number of items. If you have time to put 20 things away, it will be 20 things you won't have to put away later.
- >> Start right now, putting away each item you take out rather than just setting it down. It's amazing how living and organizing in the moment will help that overwhelming feeling of needing to get organized some day.



#### "THE FIVE RULES FOR GETTING YOUR LIFE IN ORDER"

WERE PREPARED FOR CLOSET WORKS BY OUR PARTNER CHAOS TO ORDER, ORGANIZATIONAL EXPERTS FOR THE HOME. ALL FIRST-TIME CLOSET WORKS

CUSTOMERS WILL GET A TWO-HOUR CONSULTATION WITH CHAOS TO ORDER AFTER INSTALLATION IS COMPLETE. TO MAKE AN APPOINTMENT WITH THEM CALL (888) 88-CHAOS OR GO TO [WWW.CHAOSTOORDER.COM](http://WWW.CHAOSTOORDER.COM).

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