

## ***“Let’s Make Room in Your Life”***

*is the official slogan of Living Organized.*

When people reduce the amount of “stuff” they have, get their paper piles sorted, offices and homes in order they feel better, have less stress are more productive. It just allows you to enjoy both work and home more.

***Here is what a few clients had to say:***

**I felt a weight off my shoulders.** Ann H., Barrie

**I no longer feel overwhelmed by the amount of clutter my mother accumulated over the years.**  
Lynn H., Toronto



**You were a godsend. We could not have asked for more in helping us to prepare our home for sale.** D.M., Barrie

**You are just like a sprinkle of fairy dust.** A.R., Barrie

**Here are a few organizing tips for you and your life:**

1. **Plan your day on paper.** For both home and the office. Try to schedule similar things together. For instance, if you have to go to the grocery store, post office and dry cleaner each week, and they're all within close proximity of each other; schedule those three errands back-to-back on the same day.

Also, be sure to ***plan some things that you want to do***, not just what you must do. Schedule some fun, a walk, coffee with a friend, going to the gym, a manicure.

2. **Use a checklist.** Create a checklist, and spend a little bit of time each day completing your tasks. You will accomplish everything you set out to do in the shortest time possible.
3. **Plan your meals.** There are many benefits to planning your meals. Here are just a few:
  - Once you determine what you are going to have for dinner for the week, you can make a list and pick up all of your needed groceries well ahead of time.
  - You can schedule the meals that take a little bit longer to prepare, on those evenings when your schedule is not too full, and schedule quick meals on those nights when you have a limited amount of time.
4. **Set goals and deadlines.** Once you come up with your goals, simplify them by breaking them into mini-goals, with a deadline for each.
  - Watch your time. This might mean setting an alarm on your computer, using an egg timer or an alarm clock to allow enough time to achieve each task.

**5. Identify.** The possibilities for identification are endless!

- Label boxes in closets and storage areas so you know the contents of each one. Keep it simple i.e. winter hats, mitts, scarves, taxes 2006.
- Colour code boxes and bins. Red for Christmas, Orange for fall and so forth.
- Planning a move? Clear identification is vital, especially when you have movers. Label the content of the boxes and to which room will they be delivered.

**How does this fit with Body Talk?** For me the best way to describe it is that it's like "**clearing out your internal clutter**".

I learned about Body Talk from a friend just a few months ago. We were chatting and I just did not feel that I was operating to my full potential. She referred me to Cherie. I went to clean up my internal clutter and got more. . . Yes, I sleep better, have more energy, my mind is clearer allowing me to be more focused. Writing and completing paper work is so much easier. What took me 2 days to write is now done in 2 hours. This is great! However, there's more.



I had convinced myself that physically I felt good. Well my story is this. In 1989, I had an exploratory surgery done through my naval. Afterwards touching my naval was unbearable. Therefore, I just did not. I accepted it as apart of my life, lived with it and for the most part just forgot about it. Well, after the very first session, I was able to touch my belly button and it didn't bother me. I couldn't believe it. 18 years later, it was gone. Now, I touch it everyday just because I can! And, there is still more but this is not about me.

My suggestion for **you** today: While looking at the physical things you want to clear out of your life also, **Look into yourself to see what needs to be de-cluttered**. What do you need? Or want to let go of - stress – pain – allergies or headaches? - Just to name a few! Explore and experience what Body Talk can do for you, your family and your friends. [www.bodytalkcentral.com](http://www.bodytalkcentral.com)

Margaret Harlos  
**Professional Organizer**  
**Body Talk Technician**

With the right attitude, getting organized is easy. It means an end to missed deadlines, lost information and loss of control. If you still cannot face organizing your office or a space in your home alone, call or email us today at (705) 431-7774 or [info@livingorganized.ca](mailto:info@livingorganized.ca) Please visit our site at [www.livingorganized.ca](http://www.livingorganized.ca)