



Organizing Saves Money—Period

What are the financial benefits to launching any sized organizing effort?

- 1) You don't buy things you already have.
- 2) You don't lose things that are valuable, like checks, gift cards, etc.
- 3) Time is money - many of you own your own business or are the family CEO, or both.

Where to Start

Think of yourself as the household CEO.

In my experience, there are 5 groups of systems/routines which support you in running the household.

The most practical systems for you to focus on will be:

- ? Oriented around your core values;
- ? Where you can save the most money, time or stress - whichever is your hot issue right now;
- ? And are systems you are pretty sure can work for your household or family (with practice!).

Identify for yourself which areas are working well, where you have systems that work for you. Then check off the areas where you have no system, or a part-system which isn't working as well as you'd like. It's something important to your values and frustrates you or your family too often. That's where you focus. So start with your own ideas on how to organize these areas.

Then visit www.OrganizeNH.com where you'll find teleclasses, workshops or speaking dates on hot topics that affect you daily. I also offer telephone coaching to support you here, in one hour blocks - affordable, focused time; side-by-side assistance (we get the project done together in one or more meetings); or consultations - the game plan approach. One meeting, a game plan and you're off on your own, but with expertise and support in the plan I've written for you.



Take a look at how two people are doing it!

All scenarios are created through combining the details of work with several clients.

Sarah's core value - family

Sarah wanted more relaxing family dinners at home. Too often they ate out separately, on the run or at restaurants because it seemed like there was never time or the right foods to pull together a family meal as often as she would've liked. Busy family schedules made it difficult. And yet the food shelves were crowded.

Organizing system solution: Sarah now takes ½ hour each weekend and plans out meals for the week. She may change which day she cooks a particular meal, but she has ideas ready long before 6 p.m. each day. From the meal ideas, she makes the grocery list. We reorganized the cupboards/pantry so she knows what she needs and what she already has. She easily checks there before shopping now because the whole process is far easier. And she blocks time each week on her calendar to shop. Before she "fit it in," but shopping didn't really fit in at all for her.

Savings: less food waste, time

Gains: quality family dinners, less stress surrounding meal planning

Lisa's core value - saving for vacations, for children's schooling --- feeling in control of her money

Lisa craves more family time and is interested in where their money goes. She'd like to tighten up and save more for some medium term goals.

Organizing system solution: Lisa carries a notebook with her and records every dollar spent. She was surprised at how much the little stuff added up because she never saw it all in one place. We created a spreadsheet to input these expenses, so we could group them into groups. She can see where to spend less, where she could save, and where she wanted to focus on for savings goals.

Savings: financial/expenses, stress levels

Gains: more discussion about where to focus spending and saving, more facts to support discussions



The 5 Organizing Systems You Need at Home

Sometimes it's hard to reorganize because we are overwhelmed by all the issues we want to tackle.

And yet, there often is one area or one set of systems which would make the biggest impact in your life.

I've prepared this list to support you in evaluating your systems at home and deciding which systems are key to change. By seeing these five categories, you may easily identify your focus. Then you can plan to approach others down the line. As always, I'm a phone call or email away if you need help getting started, keeping with it, or creating a new system. Coaching is also available to support you creating or fine-tuning systems and reinforcing habits until they are solidly in place.

Identify which areas work well and where you have systems that work for you. Think about the impact on the other areas on your daily life. Your priority focus will be where it's important to your values and frustrates you or your family too often.

SYSTEMS GROUP ONE: Put Time on Your Side

Managing your time and your 'to do' list
Family calendar/activities management
Work/family boundaries (especially if you work out of the house)
Morning routines to get out the door on time
And evening routines: homework, preparation for the next day

- I feel on top of my days.
- Lateness is chronic and really bothers me.
- I'm tired of always running around, forgetting to bring things with me which I need.

SYSTEMS GROUP TWO: Money is Not the Root of All Evil

Paying bills on time
Tracking for taxes
Papers management
Expenses: awareness, tracking - where does it go?
Savings: how much and for what purposes?
Futures: college, starting a business, "retirement," including Wills/bequests

- I'm on top of paying bills.
- I know in detail what we spend.
- I know where our important papers are.
- Family members could find important papers if they needed to.





SYSTEMS GROUP THREE: Make Meals Easy and Fresh

- Meals planning
- Grocery lists/easy list making
- Frequency of trips
- Saving/fewer last minute stops, less eating out
- because there's no food in the house
- Making meals/clean up

<input type="checkbox"/> We eat at home as often as I'd like us to.
<input type="checkbox"/> We get take out or eat out more often than I think we ought to.
<input type="checkbox"/> I do it all and need support.
<input type="checkbox"/> We often buy things we had.

SYSTEMS GROUP FOUR: Household Maintenance "On-the-Go"

- EASY decluttering "as you go"
- Cleaning
- Laundry
- Chores
- Toys
- Clothing
- Outdoors/house maintenance

<input type="checkbox"/> My house is about as decluttered as it's going to get. Feels good to all of us. We are organized enough for our family.
<input type="checkbox"/> Laundry and cleaning are shared responsibilities. We have systems that everyone knows, so we all help out each other.
<input type="checkbox"/> Too many toys/clothes. Can't find time. No system has worked.
<input type="checkbox"/> We know each season what we need to get done and it gets done.

SYSTEMS GROUP FIVE: Stop Papers from Taking Over Your House or Your Office

- Mail handling
- Schoolwork/homework papers
- Artwork
- Home office papers: keep/toss decisions

<input type="checkbox"/> We have a bill paying system. We also have a system to handle papers that arrive every day.
<input type="checkbox"/> Too much paper. Too many piles. Don't know where to start.
<input type="checkbox"/> We cycle out older papers each year.
<input type="checkbox"/> Our household office is less office and more household stuff.

