



ORGANIZING SECRETS 4 U...

(Secrets from an expert to help you organize your home and your life....)

Spring 2006 Newsletter

New products – New Ideas to Help Organize Our Lives

I recently attended our annual conference, put on by our trade organization, The National Association of Professional Organizers (NAPO), "the organizing authority." Associate members of the organization held a "trade expo" at the Boston Park Plaza's castle, where they introduced new products to organizing professionals. Some products are not publicly available until May or after (prototypes).

This issue is a review of products which you may not have seen before. Of the 60-70 companies from the expo, I've selected *my twelve favorites*. Plus, for software savvy business people, you'll see *another twelve products* designed for planning, "to do's," brainstorming, searching and more. **"At Home" products are followed by products "For Your Business" – and new products from Space4U & partners!**

Remember that ... organizing and staying organized is about --

Process -- systems that are designed *with you* so they work *for you*;

Products – choosing the right products for your organizing style, for what you need to organize, and for the available space;

and **People** -- our organizing styles are different. We need to be part of the solution. And we need to dedicate time to keep up with organizing routines, especially new ones.

New from Space4U –

Winning the Game of Life: Get and Stay Organized!



If you're not quite ready to hire a professional organizer, not 100% confident that you can maintain what we've organized together, or just want to try getting organized on your own -- A new CD set to listen to in your home or office. This is the perfect way to get you started on the path to getting organized!

Sue Nordemo, Healing Crossways, is an experienced hypnotherapist, HypnoCoach, and has a 30 year career in nursing. Sue and I teamed up to provide you with a set of CDs encouraging

you to visualize an organized home or office and to carry through on organizing or maintaining organization via hypnosis and her suggestions.

Hands-on organizing assistance for your home and business.

For a free estimate or to sign up for organizing tips,

Contact Sue at 765-9267 or email Sue@OrganizeNH.com





We've also included a **stress reduction CD** and **"Hypnosis: Fact and Fiction."** AND our **tip of the week book** - 52 weeks of organizing tips at home and in the office and stress reduction or management tips, too – only available through this CD package!

Contact me at Sue@Organize.NH.com or 603-765-9267 for more information. We are very excited to provide a way to support our clients in **"Winning the Game of Life"**.

At Home

Looking for help clearing kitchen counters of paper? And keeping at hand the important ones?



"Organize Life to Enjoy Life."

www.justorganizeyourstuff.com

Easily keep track of financial records, medical history and current documents, utilities, vehicles, home improvement, warranties/manuals, home decorating, vacations, clubs/organizations



www.family-facts.com

Family Facts – Family Life Organizer

More day-to-day focused. Most flexible/customizable option. Weekly and daily scheduler, emergency contact information, menu and grocery shopping planner, medical information.

Do you someone who has a new baby on the way ?

<http://www.organizedfromthestart.com>

"Which weighs more at birth, the baby or the paperwork ?"

Legal documents, immunization records, thank you note tracker, child registry documents, pediatrician visits, health care receipts. And customizable folders as well.



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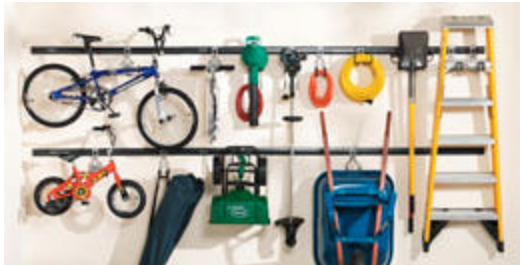
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<https://thefamilyorganizer.com/>

Weekly focus. Less of a binder to hold papers than it is a weekly calendar – but you get all on one page the calendar, 'to do/to call,' and menus/grocery planning.



Rubbermaid now offers **GARAGE ORGANIZING KITS** – brand NEW this spring/summer. Previewed at the show. For the do-it-yourselfer.

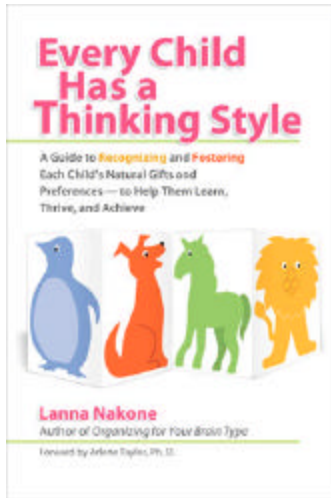
<http://www.rubbermaid.com/rubbermaid/ecommerce/category.jhtml?catId=HpdcCat100011>



CEDAR storage totes in a variety of sizes from Rubbermaid – announced in stores as of the end of 2005, but I'd never seen this before and they were a big hit at the expo. Available at Lowe's, The Home Depot, Wal-Mart, Target.

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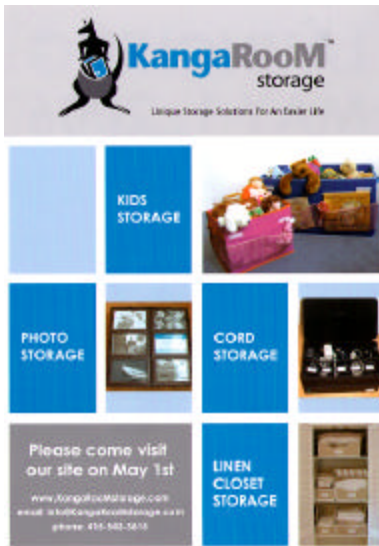




<http://www.organizedworld.com>

Lanna Nakone, well-respected author of Organizing for Your Brain Type, has a new book out. I've yet to read this one but her first book was an intriguing, practical and well-researched book about the four organizing styles we can loosely be divided into: harmonizing, prioritizing, innovating and maintaining.

According to her website, this book presents a ..."new way to understand and encourage children's thinking styles, sensory preferences, gender, and personality tendencies to help them tailor their child's environment to make it a safe, more learning-friendly place." See her website or Amazon for testimonials & more.



This brand new company has innovative ideas for – Kids' storage; Cord storage (cell phones, digital cameras); Closet organization.

Their prototypes at the expo were a hit, so check out their website – but it's all so new that you won't see them until May 1st.

<http://www.kangaroomstorage.com/>
Definitely worth checking out.

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The HomeFile Filing system is unique. The dividers for your file system are already labeled for you in this kit. BUT what's different is that the dividers tell you how long to keep each type of document, and where to keep each document (which file folder). The divider stays in place, so if you look for something and can't find it, the divider tells you where it should be. For more information at <http://www.organizinganchorage.com/organchproducts.html>.

For Your Business (and some products are great at home, too!)



Color-coded, these cards stack and sort like index cards. They stick like Post-it notes, but won't stick to each other. Various sizes – from fitting into your pocket to working at your desk.

Good for visual people to quickly sort out 'to do' lists. Or use them to break down a strategic project. Use with kids to help with schoolwork planning, homework assignments.

http://www.3m.com/us/office/postit/products/prod_cards_sort.html



The MO system designed by well-known Smead Mfg and russell+hazel is targeted specifically for small and home office business supply needs with a focus on style "You'll never miss the color manila in your office again."

http://www.yourmo.com/file_expandingdesktopfile.html

Expanding desktop file: Great for business owners working out of our homes so we can move our "office" with us as we change rooms. Special task bar lets you record a follow-up date and holds photos, business cards and papers.



Another mobile file option from PendaFlex which hangs up anywhere you move to and also folds up as a briefcase.

http://www.pendaflex.com/enUS/Products/Mobile_File.html

Check out their site for many innovative products for all different organizing styles.

Also watch their site for On the Go, a new desktop/mobile file products which they previewed at conference. Available on May 1st.

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Latest technical products in four key areas– Each was reviewed and discussed by an organizer who gave a presentation called "The 21st Century Organizer's "E" Toolkit." If you're interested in any of these, do ask me for more information. I have notes on which are better for certain applications or types of thinkers! Some may crop up in future newsletters or the tip sheet series (read more below).

Electronic Notebooks:

<http://officemicrosoft.com/OneNote>
www.EverNote.com
www.3M.com/digitalnotes
www.aypwip.org/webnote

PC Desktop Organizers:

www.easyreach.com
www.google.com
www.viapoint.com
www.copernic.com

Task/List Managers:

www.llamagraphics.com
www.safarisoftware.com

Planning and Thinking Tools:

www.mindjet.com
www.nuance.com

A new, bimonthly series of organizing tips – from Sue West, Space4U

This new dynamic series will feature one topic per issue, with 1-2 pages of EXPERT ideas on tackling the organizing challenges we all have.

Our first residential tip sheet topic is "**Are Stressful Mornings the Norm in Your Household? Want to Make Them the Exception?**" A complimentary full sample issue will be in your mailboxes soon, so look for it.

And for small business owners, the first business tip sheet will be "**Easy Email,**" due out in May. To be sure receive the first complimentary issue, please email me at Sue@OrganizeNH.com.

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