

# Making Life Easier

## Five Simple Steps To Get Organized

(NAPSA)—According to a recent survey, 78 percent of Americans clean their homes and get organized in spring. As a mom, businesswoman and founder of [www.executivemoms.com](http://www.executivemoms.com), Marisa Thalberg has had to become an organizational expert. Thalberg offers these tips to help you get started:

**Get Into the Groove.** Getting organized requires a routine. If you work in an office or have a home business with a filing system that works, use those same principles to manage your personal paperwork. Immediately open and sort mail as you remove it from the mailbox, pay all bills at the same time every month and contact companies you no longer wish to receive correspondence from, asking to be removed from their mailing lists. By eliminating the pile-up, you eliminate the disorganization.

**Tally-Ho!** Kitchens can quickly become one of the most disorderly rooms in the home. Without a kitchen pantry system, you may end up buying items you already have. Keep a running tally on a dry erase board or tacked to the refrigerator to inventory groceries, toiletries and other household supplies. When supplies run out, write it down.

**Become A “Click” Chick.** The Internet has evolved into a valuable time-saving and organizational tool. New free services such as Personal Shopper ([www.PersonalShopper.com](http://www.PersonalShopper.com)) offer the luxury of a personal shopper at your fingertips 24/7. The service searches through millions of products online and selects deals and gift ideas tailored to your unique interests, favorite brands, personal style, gift-giving needs



**Online shopping services can help you have a more organized home—and life.**

and budget. The site offers helpful tools, including a virtual desktop shopping assistant and a stress-saving gift planner. You never need miss a great deal and can avoid that last-minute scramble to find the right gift.

**Make It Motivating.** Organizing can be a lot more fun if you “treat” yourself to funky boxes, drawer dividers, desk helpers and other tools—available in an increasing number of shapes, sizes and styles. They create a visual harmony that makes a space look more organized.

**Call in the Troops.** No reason to go it alone; organization can be a family affair. Develop a shoe drop-off area at the front door. Set a loose-change bottle out on the counter and when it’s full, take everyone out for a treat. Place clutter buckets in each room where kids can toss toys, coloring books and games. These buckets and jars are easily moved out of sight when company arrives.

Thalberg notes, keeping organized day-to-day allows you to have more time with what matters most, your family and friends.