

# SPRING into a Simpler Life

**H**ave you ever had days when you feel bogged down? Do you ever get tired of looking for misplaced items, can't find places to put things or have "stuff" falling out of places? This time of year is a great time to incorporate getting more organized into your spring cleaning.

Cleaning clutter from your home or office can reduce stress and allow you to be productive and effective. Disorganization slowly drains our energy. When we get rid of unnecessary things we can see what we really have and appreciate them.

If you are ready to take a step closer to simplifying your life, here is how to get started:

List the areas you would like to organize then choose an area that will benefit you most. Allocate sufficient time to complete the project, wear comfortable clothing and hold the calls.

Sort items into four piles. Ask yourself: Is this item really of value to me? When was the last time I used it? Do I have something else that can do the same job?

If you aren't using it and it's of no benefit to anyone, throw it out.

If you aren't using it but it is of benefit to someone, donate it.

Put all the items you do use in their appropriate place. Sort items and put like things together. Determine the size and type storage solution that would best suit the items and space available. The old saying that "There's a place for everything and everything in its place" is as appropriate now as ever. If there is a place for it, it has a much greater possibility of finding its way there when you're finished with it. Combine like things in your house and only keep them in ONE place, minimizing the chance of making duplicate purchases, saving time, money and space.

If you plan tasks, set aside an adequate amount of time to complete them, and then execute your plan, you will simplify your life. The first step is having a plan. If you have trouble getting started or have tried and were unsuccessful, seek the help of an expert. A professional organizer will help you "get organized" so you can be more productive and effective with your space and time.

\*Don't know where to start? See ad on page 29 to find out more about how you can organize your "space."

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