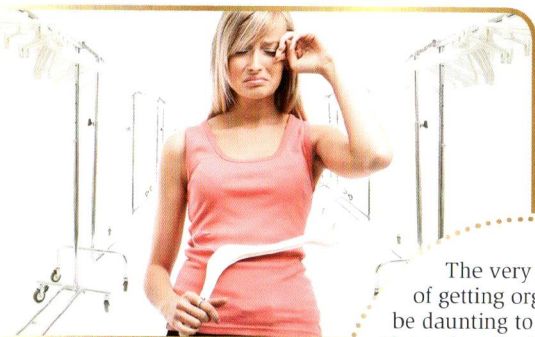


## GET ORGANISED

Positive steps to clearing clutter



## THERE'S NO RIGHT TIME

Start with whatever time and resources you have, even ten minutes a day will make a difference. Break projects into manageable parts. If you want to de-clutter your home, start with one room. If it's the kitchen, begin with the pantry.

## DEFINE YOUR GOALS

Picture your ideal life and home. It could be having a home office where you can get your work done efficiently without distraction, having a peaceful bedroom where you can retreat to when you need to re-energise, finding anything in less than one minute, paying your bills on time without incurring late payment fees, being out of the door in the morning without rushing. Having the clarity on what it is you are trying to achieve will help you decide whether the stuff you own or the activities you do help you achieve those goals and will also keep you motivated.

*Nathalie Ricaud is a Professional Organiser and the founder of Get Organised & Beyond a Singapore-based company that helps individuals and families get organised. Beyond cutting clutter, she helps her clients identify what is truly important to them.*

## STREAMLINE YOUR LIFE

Most people own too many things they don't use or love. De-clutter regularly, often and ruthlessly. Set up rules to prevent things accumulating such as buy on a need-only basis with a shopping list, use the in-out rule – if you buy new jeans, throw out or donate an old pair. Allocate time for daily, weekly, monthly and annual maintenance.

## TACKLE THE REAL ISSUES

The very thought of getting organised can be daunting to say the least. Not to fear the **PROFESSIONAL ORGANISER** is here to help you reduce clutter and free up space, save you time and money, reduce unnecessary stress, bring harmony into your life and improve your self-esteem. Read on to get on the road to a more organised you!

Besides a lack of time, space or organising skills, there could be plenty of psychological causes behind being disorganised, such as not knowing what's important, feeling the need for physical abundance or even holding onto memories. Addressing such feelings will help you achieve and sustain your goals.

## START NOW

Establish simple systems that work for you and your family and that are sustainable. If the system is too complicated, nobody will be able to use it and it will result in more disorganisation. Getting organised is a process, the most important is to get started and build onto your successes before targeting the next level of organisation.

## SEEK HELP

Being disorganised is not a character flaw and there's no shame in asking for help. Involve a family member, a friend or a professional organiser to make the process less painful if it's daunting for you.



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