

## Appendix - Tips, Tricks and Mantras



Use these ideas if you need a quick idea or a bit of motivation.

Included are:

- Mantras - quotes or phrases to inspire or focus your attention
- Tricks - Simple 1 step organizing 'hacks' to keep your project moving
- Tips - Ideas to help you on your way
- Resources - Recommended websites and books

*“Go confidently in the direction of your dreams. Live the life you’ve imagined.”*

- Henry David Thoreau, American, 1817-1862

*“Your goal should be to meet your own needs, to create an environment that works for you, one that feels good to inhabit.”*

- Judith Kolberg & Kathleen Nadeau, [ADD Friendly Ways to Organize Your Life](#), pg23

## Mantras

“It’s nothing I can’t replace.”

“Things aren’t people.”

Organizing is ACTION

Put it away, Give it away, Throw it away

How hard would it be for me to acquire this should I need it again?

“Your goal should be to meet your own needs, to create an environment that works for you, one that feels good to inhabit.”

- Judith Kolberg & Kathleen Nadeau, *ADD Friendly Ways to Organize Your Life*, pg23

People who are organized find a freedom to create and be curious in the space that is opened when they become more organized.

By keeping only what we treasure, we can do away with clutter and maximize the positive impact that our possessions have on our lives.

Change happens in small steps taken consistently over a period of time.

Shed the non-essentials, and the essentials come into sharper focus.

It’s okay.

## Tricks

- Time yourself
- Take a picture
- 2 items, commitments, files out - for every 1 in

- Listen to music as you go! 70 beats per minute (bpm) or more to energize you and less 70 bpm to calm you down
- Grab a friend to help. Organizing is more fun with two people!!
- Identify the smallest possible step to move forward.

## Tips

Set a timer and a goal before getting on the internet. At the end of the timer you can check in to see if you accomplished it. Do your task before getting lost in Facebook!

Admit that like flylady.com says, 'It didn't get messy in a day and it is not going to become organized in a day.'

"Preserve the memory, let go of the thing." Janet Hulstrand

Take a step back.

Prioritize and set goals.

Approach the situation with the 'Eyes of a Stranger' - Kathy Wadill, The Untangled Web

Identify the Clutter

Build 1 new habit every 28 days

Make an appointment with yourself. Not all day just 15 - 30 minutes. Use a timer.

Have all your tools in place first –

1. A box for donations,
2. a trash bag/recycle bin,
3. a laundry basket to take items to other rooms where they belong,
4. a pen & paper also help to jot down notes as you think of them

Call in the professionals. If you want one-on-one guidance, contact a professional organizer. She can give you a detailed plan for getting the project done in a reasonable amount of time.

Only bite off what you can chew in the amount of time you allotted.

Set yourself up for success. Decide that you will complete one kitchen drawer and do everything to finish that task before moving on.

Be mindful as you work. Look at your progress. Be aware of the improvement that comes with each step. Try to take pride in what you have accomplished, instead of thinking too much about how far you have to go.

## Resources

### Websites

- Sappari Solutions - [SappariSolutions.com](http://SappariSolutions.com)
- The Institute for Challenging Disorganization - [ChallengingDisorganization.org](http://ChallengingDisorganization.org)
- The National Association of Professional Organizers - [NAPO.net](http://NAPO.net)
- Children and Adults with Attention Deficient/Hyper-Activity Disorder - [CHADD.org](http://CHADD.org)
- Professional Organizers in Canada - [OrganizersInCanada.com](http://OrganizersInCanada.com)

### Books

- Organizing From the Inside Out by Julie Morgenstern
- ADD Friendly Ways to Organize Your Life by Kathleen Nadeau and Judith Kolberg
- One Small Step Can Change Your Life by Robert Maurer
- Buried in Treasures by David Tolin, Randy Frost & Gail Steketee
- Digging Out by Michael Tompkins & Tamara Hartl
- How Much is Too Much by Jean Illsley Clarke, Connie Dawson & David Bredehoft
- Getting Things Done by David Allen
- Habit by Charles Duhigg
- The Complete Idiot's Guide to Decluttering by Regina Leeds

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**To empower you to take control of your life and live more purposefully by revealing what is essential, creating systems and helping you to shed the excess that is holding you back.**