

Tips to take Control of your Kitchen Desk!



Now that it is Fall and kids are back in school there may be time for cleaning & reorganizing. Take a moment to re-assess your desk! Yes the one with all that clutter and piles sliding down and off. Those school papers, bills, reading materials, and god knows what else may still be lying in wait for you!

Step back and think about this particular space and how you need to use it or 'purpose' it. Take everything off and give the area a good solid cleaning – you'll feel better knowing nothing is living or forgotten in there – spring cleaning has begun in a small, useful space that will really set you up for the summer and upcoming fall.

Now for that pile of paper! Paper is the hardest to get a handle on but you can do it!

Think ahead and plan. BLOCK OUT 2 hours of time on your calendar first. Do you actually have a desk in the kitchen, a shelf, in dining room? Use the island? All on counters? In a box in corner?

What CAN you use? Have a piece of furniture you can use for pull down? Really picture it in your head and realize how YOU work and how YOU would utilize this area efficiently. What are the things you see as not working right? Why? How could it be better and still stay easy to use and functional as well as aesthetically pleasing...what needs to be addressed now? What do I actually need at my fingertips? Do you have or need to put file drawer elsewhere but close.... Set it up one time and do it right!

Get or re-purpose from another area of the home a graduating file or office grid system to put on wall, reference organizer for keeping all that cluttering reference papers such as school numbers, teachers, doctors, insurance info, appointments, etc. in one neat place such as Walmaster or any generic will do nicely! Maybe a Wordworx or standard business desk lifted box organizer to hold your stationery, paperwork, in/out box, binders, files, etc. at the back of the desk maybe if you need to make actual working room. Take measurements and try it out first using boxes or items in places to really help see the actual spaces taken from desk, etc. Map it out and see what might work best before doing or purchasing anything!

Now get started and go through each piece of paper one by one and make a quick decision on each as not to waste your time. Have the recycle bag, manila folders and your pen ready to go and sort! Play upbeat music and dance while doing it AND get some exercise too! Make it a game and set a timer to 'beat the clock' 1 -10 minute for x amount of paper, etc. Need someone to help partner with you to get it done? Call Organizing Relief @ 978.314.6383 or email us @ organizingrelief@gmail.com No job too big or small! Free phone consultation.

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