



Organize The Man in Your Life
From Allison Carter, The Professional Organizer

1. Recognize the things, people, and activities that you enjoy most. Plan to make room for those things in your life. Cut out things you enjoy less.
2. Keep similar things together just like in a silverware drawer.
3. Put lots of little things into a larger container to make it appear neater. Batteries can go into one bin. Cords can go in a drawer.
4. Find a place for everything. If it doesn't have a place, create one or consider giving it away or selling it.
5. Get help from a friend or from a professional organizer if you don't know the best place to put things or what to put them in.
6. Use a calendar. Write everything on the calendar. Brains were made for thinking, not for remembering every detail.
7. Develop a filing system and use it. Label the files. Keep it simple.
8. Throw out papers and magazines regularly so they don't become a mountain.
9. Look through stores and catalogs so you know what kind of products are available for organizing.
10. Write ideas and information in a spiral notebook or electronic device instead of small pieces of paper that can get lost. If you like small papers, tape them into a larger notebook for storage.

Favorite products for man stuff:

1. Small bins for batteries, cords, tapes, glues, screws & nails.
2. Big bins for sports equipment, painting supplies, pool & beach gear.
3. Hat organizer for hat collectors.
4. Hook for keys & tray for pocket items at the entry door.
5. Basket for papers to read and take action on
6. Little notebook for thoughts and information
7. CD/DVD notebooks
8. Pop-up box for keeping car clutter contained
9. Magazine holders
10. Business Card scanner