UNDER CONTROL DIRECT

Organizing News to get you out from under and the products and services to move you ahead

2010

LETTER FROM THE PUBLISHER

Lao Tzu, the founder of Taoism said "The journey of a thousand miles begins with the first step." What is your first step? Is it asking for help? taking a deep breath? carving out time? making an appointment?

In this issue, we continue our journey to an uncluttered life. Every step of our journey is a new beginning. As we continue to unclutter and organize, we learn so much more about ourselves. The more we learn, the closer we get to building our dreams. Below, you will find someone's custombuilt dream kitchen. Do you have a dream that you want to fulfill?

For the past 18 years, I have been fulfilling my dream to help you get organized, one step at a time.

So remember to get **Under Control** when it all seems out of control.

Marcia Sloman, Publisher undercontrol@mindspring.com

Continue Your Journey to an Uncluttered Life by Marcia Sloman

Whew, what a journey!

In a previous article, you learned how to **begin** your journey with the right tools and the knowledge of **your** "messy" tolerance level. Of Your journey is unique, so you cannot compare it with someone else's. There are so many questions to answer in order to unclutter our lives.

Will you unclutter your life as a project, or will you make your life uncluttered as a way of life?

If it's a project, have you set a goal? Stephen Covey, author of <u>The 7 Habits of Highly Effective People</u>, said that a goal that is not written down is not a goal. Write down that goal and if it's too daunting, break down the goal into do-able tasks. Start with a small area to unclutter. One of my clients said to me the other day "I have 50 things that I want to get rid of." And, I replied, "Start with one." Will you get rid of stuff or simply re-organize it? Do any items need repair? Start to journal the items that need reorganizing, with a separate section for items to repair. Remember, the first step is to see it in black-andwhite so that you can schedule the time for it. Besides, seeing it in black-and-white affirms

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"Dream Come True" Kitchen!



Call Black Sheep Woodworking 914-747-6110



This dream kitchen packs all the amenities of a larger kitchen into a modest space. It boasts everything the homeowner dreamed of including all pull-out base drawers, custom trash/recycle cabinet and to-the-ceiling upper cabinets to maximize storage. It also has a "command center corner" for planning of activities in a home with kids. Construction included formaldehydefree plywood, all-natural handpicked hardwood lumber and a low voc finish for a healthy environment.

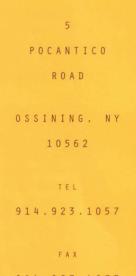


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TO:

Address Correction Requested

......DON'T MISS THIS motivating ISSUE.....

f <u>Thank you</u> (from an appreciative client)

Dear Ms. Sloman, I have been meaning to write this note to you to tell you how appreciative I am for all the help you have given me over the years.

I'm an educated, mature woman who is always on the go and found that organizing my paperwork was too much for me to handle; what with taxes to pay, papers to sort, filing, organizing my bills, contacting the right people, etc.

You came along like a breath of Spring. My headaches are gone and life is more relaxing for me now. I just want to say thank you for all you have helped me with, and are continuing to do. I don't know what I would do without your help!! Thank you.

> Sincerely, E.A., New York, NY

Inspiration

"If you don't like the road you're walking, start paving another one." ---- Dolly Parton

"Character consists of what you do on the third and fourth tries." ---- James Michener

"There is one thing more powerful than the armies of the world, and that is an idea whose time has come." ---- Victor Hugo

(continued from page 1) its value to you. Then you can select the right style to re- organize your things depending on your personality and your space.

If you will get rid of stuff, is it trash, recyclable or shredding? Begin to toss into appropriate containers. Will it be donated, given away, sold, swapped or consigned? Journal the items you will donate or give away, noting the recipient who will receive the items. Package or bag these items and start to make appointments with the recipients. There are so many wonderful charities who would love your handme-downs. And you may reap the benefit of a tax-deduction. If you will sell, swap or consign, research shops and web sites, and begin to "market" your products.

If your plan is to unclutter a drawer, a closet, a room or your mind, make the decision. Is it procrastination that stops you? Is it indecision? Look "procrastination" in the face, make it a priority, decide and commit. I know that you would rather go to the movies. "The great thing in this world is not so much where we are, but in what direction we are moving." – Oliver

Wendell Holmes. Keep moving in the direction that you want. Do you need a good book to learn about how to overcome procrastination? Read Linda Sapadin's book, <u>It's About Time</u>.

When you decide to unclutter as a way of life, be ruthless about simplifying. Start by contacting catalogs to discontinue sending or sign up on online web sites that provide the service. Remember, as soon as you order again, you are back on the list. Unsubscribe to emails to stop the junk mail from appearing in your in box. Contact me to discuss the next step in your journey.

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