

Quick Suggestions for Organizing

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An area professional organizer recently offered a few tips to make home cleaning efforts easier and more successful, including a suggestion on how to help others in the process.

M. Concepcion, owner of Global Family & Home Care, and a member of the Chicago Chapter of the National Association of Professional Organizers, said she recommends donating unneeded clothing and household goods to Goodwill Industries, or other similar organizations, because they use donation proceeds to help additional social causes. .

Organizations such as Goodwill rely on donations of clothing and other household items to support its mission of providing employment and training opportunities to people who have trouble finding and keeping jobs. For example; Goodwill uses the money they raise from selling the donated items to help someone else learn job skills and find employment. Another good reason to donate to places like Goodwill and the Salvation Army is that donations to them are 100-percent tax-deductible, so donors should remember to keep their donation receipts for tax records.

Think of your organizing task as a double-reward project that has personal, as well as social-conscious satisfaction.

The following are additional suggestions for spring cleaning:

- **Start small:** Start with a drawer or closet, or a small area you can complete in a short period of time. The enjoyment and satisfaction of the area you have finished will encourage you to keep going, and you will find you are able to tackle larger projects.
- **Determine the size and overall commitment for your organizing project:** Either hire a professional organizer for full comprehensive results, or enlist the help of a detailed-oriented friend who will support, encourage and challenge you to complete your organizing project.
- **Categorize to make the task manageable:** Pull everything. Divide into four categories. 1) items you must keep, 2) items to be donated, 3) trash, and 4) items that you're not sure about.
- **“Use it or Lose it”:** If you have not used the items within one year during one of the seasons, then you probably don't need it. Donate these items to someone who need them and can use them. Realistically speaking, I must admit that we all have a collection pile for sentimental reasons; however, don't “collect” items unless you are going to find a practical, well-organized and non-cluttered way to store them.

In addition to Goodwill and the Salvation Army, you can also donate to shelters, churches and other community-based organizations.

Hope these tips are helpful – Happy cleaning and organizing!☺

If you want to further discuss your organizing needs and projects, feel free to call Global Family & Home Care, visit our website for additional helpful articles and mini-videos, and call me at 773-918-6741