



### **Garage Sale**

- Reap a small payback for unwanted items.
- Don't worry about keeping track of the receipts. Generally the IRS is not interested in personal sale items unless big bucks are made.
- Chances are you won't be making a profit but you will be benefiting your personal space.
- Think of your *DON'T WANTS* as opportunities to make someone happy.

Judith Ann Kirk

### *Organizing Resources*

PO Box 7080  
Plainville, CT  
06062

860-747-8962

## **Organizing the Green Way**

Getting organized involves personal steps in getting rid of clutter, deciding what is important, establishing systems for effective control, and obtaining and maintaining life management skills. Organizing is all about making wise choices and changing behaviors.

While green living has become a hot topic emphasizing the principles of reducing, re-using and recycling, professional organizers have always espoused the philosophy of conscious living. We are fully aware of the impact of clutter on personal space as well as the disruption of living in harmony with our environment. The world-wide effort of *green living* and reducing our carbon footprint joins perfectly with the principles of organizing. While it affects everyone, the individual effort towards getting organized the green way, has the biggest impact on you and your personal space. Let's start thinking about some green changes you can make while getting organized.

One of the biggest client complaint is too much paper, and it is true we are inundated with tons of paper every day. You can help control this problem by accepting electronic statements and making payments online. It is easier, faster and more secure than the mail, and it is better for the environment. For one month review how many bills/statements come through the mail, then go online to see if there is a way to reduce that paper. Check out: <http://www.payitgreen.org/> for more information on electronic bill paying. Once you accept the paperless method, it is not difficult to avoid printing electronic statements and payment confirmations. Try this! When you hit "print" look for the 'Document Image Writer' icon instead of your printer icon. Now you can save the document to your computer within a designated folder without printing a hard copy. If you absolutely have to print, only print pertinent pages, not the whole document. And, don't forget to back up your system!

Another issue to organizing is what to do with items you no longer want. For most things, it is not necessary to throw them in the trash. Ask yourself, "Can it be repurposed (reused), recycled or donated?" Check out [freecycle.com](http://freecycle.com) or [Craigslist](http://craigslist.com) to dispose of useful, yet no longer wanted items. Another website to check out is [terracycle.net](http://terracycle.net) to discover how someone is cleaning up the environment one cookie wrapper at a time.

Rather than dashing out to buy more gadgets and products, look around and find items you already have that will do the job. And, before you do buy, ask yourself a few questions that may sway you into deciding you don't really need it. Prior to handing over your hard-earned money, consider your response to: *Do I love it? How will I use it?* and, *Where will I store it?*

Getting and staying organized means that you must be aware of the traps of purchasing more stuff. To prevent clutter build up, avoid bringing something in through your doors and make sure the excess goes out. Voila—organizing the green way.



Anyone undertaking the switch from paper to electronic money management must remember to backup, backup, backup! The loss of data without a workable backup system could be devastating. Back up your computer data on a regular basis and periodically store one copy off-premise. You can use an external hard drive, CDs or Internet backup service such as Carbonite—<http://www.carbonite.com/home.aspx>. Better yet, use a combination of methods.

Information is more valuable than money. That is why it is so important to back up regularly. Hardware and software can be replaced if something goes wrong, but personal and business data represent information that once lost might never be retrieved.

Data can be lost in many ways, including human error, a power surge or spike, and computer virus. It is vitally important that information be backed up and stored to guard against such occurrences. Back up systems, surge protectors and uninterrupted power supply (UPS) equipment are the cheapest insurance you will ever buy.

Don't let disaster throw you into a spin. With planning and the proper equipment you can ride out virtually any electronic storm that hits your pathway.

### Computer Tips

Even spell-checkers have limitations. Sew you've got a program two check you're spelling. Does that mean you're troubles are over? Hardly! Spell-checkers will not catch the words that are correctly spelled even if they are grammatically incorrect. A style or grammar-checker may be what you're looking for.