

[real neat] newsletter

real life. real organized. real simple.

[real neat] MOVING MONTH

Not surprisingly, May is Moving Month! The weather is getting noticeably warmer, the school year is winding down, and change is in the air!

Even if you aren't moving from one home to another, you should definitely take advantage of this fine weather to do some **spring cleaning!** The tips and ideas included in this month's newsletter apply not only to the folks who will be relocating this season, but also to those of us who are simply interested in **paring down** our belongings and getting our homes back in **working order!**

So, with your cardboard boxes, plastic bins, newsprint, packing tape, and Sharpie® nearby, **let's get to it!**

Michelle

MICHELLE DEO
Professional Organizer
<http://www.realneat.com>

[real neat] SPECIALS & FREEBIES

FREE CONSULTATIONS – LIMITED TIME ONLY!

The [real neat] clientele continues to grow as people like you have finally decided to take action on their goals to get **real organized!** In order to better serve this increase in demand, the free in-home consultation has been replaced by a **free 30-minute telephone interview.**

However, the **free in-home consultation** offer will be **extended until June 30th** for all my loyal [real neat] newsletter subscribers like yourself! So, don't delay! Call or e-mail me to **schedule your consultation today!**

PACKAGE DEAL

Purchase 10 hours of organizing services up-front, and I'll throw in an 11th hour **free of charge!**

REFERRAL PROGRAM

Refer a future client, and receive 1 hour of organizing services (for you) **free of charge!**

ORGANIZING RESOURCES

** <http://www.realneat.com/realneat/resources.html> **

NEWSLETTER ARCHIVE

*** <http://www.realneat.com/realneat/newsletters/> ***

ONLINE BLOG

*** <http://www.realneat.com/realorganized/> ***



[real neat] NOTES ABOUT ORGANIZING

- » Professional organizers enhance the lives of clients by designing systems and procedures using organizing principles and through transferring organizing skills.
- » Getting organized is a lot like getting in shape... getting started is the hard part, but once a routine is established, it becomes second nature.
- » There's no such thing as a one-size-fits-all organizing system that works for everyone. A successful system is one that accommodates you, not the other way around.
- » Television shows about organizing are as realistic as criminal investigation shows in which a truly complex crime is committed and solved in only 42 minutes.
- » Members of the National Association of Professional Organizers were successfully changing lives through organization before today's producers of reality television were even born.
- » Professional organizing is one of the fastest growing professions in the country. People are starting to realize that disorganization increases stress, decreases productivity, and has a direct impact on their quality of life.

Source: The National Association of Professional Organizers, 2005

[real neat] MOVING TO-DO-LIST

2 MONTHS AHEAD

- » First things first... start a **move file** or create a **move book** in which you can gather and store all your move-related paperwork, receipts, and contact information, e.g. moving and insurance companies, storage facilities, repairmen, brokers.
- » Next, **decide** what items will be going with you to your new home. Focusing on one room in your home at a time, eliminate items that you no longer need, use, or love. Take notes.
- » For those items that do not make the cut, **sort** them into categories: clean or repair, give away, donate, sell, recycle, and toss.
- » Be brutally honest and realistic when deciding what to do with items that need to be cleaned or repaired. It's now or never. If you (or someone you hire) will not have the time to **clean or repair** these items before your move, toss them. Do not spend your time, energy, and money moving items that will be useless to you in your new home.
- » **Gather estimates** from movers and/or rental truck companies in your area.
- » Take photos of **saleable items** and post them in the free classifieds online at www.craigslist.com.



- » Schedule any **professional work** that needs to be done in your new home before your move, e.g. painting, floors, window treatments, etc.
- » Start using up any **frozen goods** so that you avoid waste. Use up, give away, or sell any unopened food in your **pantry**. These items can be bulky and heavy to transport.

6 WEEKS AHEAD

- » Get a **floor plan** of your new home, and check the measurements to ensure that your furniture will fit. Decide where these large items will live in your new home, and make notes on your floor plan or draw a diagram detailing furniture placement.
- » **Contact** your preferred charitable organization to schedule a pickup date of donation items. *Tip:* Ask for a tax receipt.
- » **Deliver** the items that require professional repair or cleaning services to your chosen vendors.
- » **Arrange** to have your rugs and drapes picked up and professionally cleaned before your move.
- » **Schedule** appointments with potential buyers of your saleable items, and rake in the cash! ;)
- » If you will be moving into an apartment building or temporarily staying at a hotel, **reserve** your move-in or check-in date.

1 MONTH AHEAD

- » Check with the **Better Business Bureau** to ensure that no claims have been filed against your short list of movers or rental truck companies.
- » Select a **mover or rental truck company**. Schedule dates for packing your things and moving them. *Tip:* Obtain written confirmation of any associated costs and details of the move.
- » Collect and/or order **boxes and moving supplies**. *Tip:* Grocery stores and department stores always have an over-abundance of empty boxes. Call ahead to the Customer Service Desk to find out if and when you can pick up some boxes (for free!).
- » If **packing** your own belongings, start with the items used least frequently. **Label and inventory** every box with general content information, e.g. master bedroom: linens, kitchen: dishes, office: books.

- » Check with your **insurance agent** to find out if your belongings will be covered by your policy while in transit. Tip: As you pack your items, keep a list of any high-value or sentimental items. Then, if you need to purchase supplemental insurance from the moving company, you'll be fully prepared (i.e., you must declare in writing any items valued at over \$100 per pound, e.g. computer, piano, recliner).
- » **Change your address** at www.usps.com. Tip: Avoid delays in receiving time-sensitive letters and utility bills by personally notifying family, friends, and those with whom you regularly do business.

2 WEEKS AHEAD

- » **Confirm** moving (and packing) date(s) with movers or rental truck company.
- » **Dispose** of flammables and household hazardous waste properly.
- » Make airline, car, and hotel **reservations**, as well as **travel arrangements** for your pet(s), if needed.

1 WEEK AHEAD

- » Put together a **new home survival kit** that will be opened first when you arrive. It should include:
 - » **Bathroom:** soap, towels, tissues, toilet paper, toothpaste, toothbrushes
 - » **Kitchen:** cleansers, sponges, paper towels, cups, paper plates, plastic utensils, snacks, bottled water, trash bags
 - » **Bedroom:** pillows, sheets, blankets
 - » **Personal:** cash, wallet, keys, address book, cell phone, clock, directions, change(s) of clothes, extra eyeglasses or contact lenses, medications, emergency information
 - » **Household:** pens, notepad, masking tape, nails, hammer, screwdriver, pocket knife, flashlight, tape measure, light bulbs
- » **Return** borrowed items to their original owners, e.g. neighbor's tools, library books, video rentals.
- » **Collect** clothing from dry cleaners and items from repair shops.
- » If movers are **packing**, you should personally pack items that you will be transporting on your own, e.g. jewelry, important files, keepsakes.
- » **Contact** telephone, electric, cable, and Internet vendors to **arrange for disconnection** of your service; or, if moving locally, call to **arrange for reconnection** of your service.

- » If making a long-distance move, locate and call telephone, electric, cable, and Internet vendors in the new locale to **arrange for connection** of service.

A FEW DAYS AHEAD

- » **Reconfirm** with the movers and provide them with your contact information, e.g. cell phone number.
- » Hire a **cleaning service** as a post-move courtesy.
- » Hire a **babysitter** or **pet sitter** for moving day.
- » **Verify start date** of all utilities for the new home.

MOVING DAY | MOVING OUT

- » If movers are packing, **oversee** the entire process. **Label and inventory** every box with general content information, and **review and reconcile** the mover's inventory with your own. Tip: Be sure to confirm and note the condition of your items during packing, just in case the unexpected happens during transport and you need to make an insurance claim.
- » **Count** the number of boxes as the movers take them out the door, and **confirm** the total against your inventory list.
- » Before leaving home, **check** the closets, the basement, inside the stove, and other hidden places for any forgotten items.
- » **Clean** out the refrigerator, remove the trash, and sweep the floors of your empty home.





- » Lock all windows and doors and leave the keys with your broker or doorman.
- » Call to confirm that the cleaners will be coming to do their scheduled courtesy clean.

MOVING DAY | MOVING IN

- » Arrive at your new home before the movers.
- » Post signs outside each room to point out which rooms are which. And, if you wrote notes or drew a diagram on your new home's floor plan indicating furniture placement, post it in a prominent location, e.g. the front entry. Direct the movers to check the floor plan as they bring items into your new home so they can place the large items exactly where they belong. Tip: Where possible, request that the movers reassemble furniture.
- » Check the condition of furniture and boxes as they come through the door. Use your inventory sheet as a guide to help you direct the movers to take boxes into their respective rooms as they enter your new home. Be sure to confirm the total number of boxes coming through the door.
- » Open any boxes that contain fragile items to check for damage. Make note of any missing or damaged items, contact your insurance agent or movers, and file any necessary claims.
- » Unpack your new home survival kit.
- » Make every family member's bed.
- » Gather contact information for local police, fire stations, doctors, hospitals, schools, post office, library, and other local services.
- » Pick up any mail on hold at the post office.
- » Change your address with the Department of Motor Vehicles and the Department of Elections.

[real neat] MOVING RESOURCES

- » Move Planning Tools
<http://moving.move.com/move/Planning/>
 Tools and resources to help you save money, keep you organized, and ensure that you have a smooth move. Plus, learn more about your new locale by checking out city profiles, neighborhood details, school reports, and recommended businesses.
- » USPS Mover's Guide
<https://moversguide.usps.com>
 Change your address quickly and easily online with the U.S. Postal Service and receive over \$300 in valuable coupons for your move and new locale.
- » Home Planner
<http://www.century21.com/learn/homeplanner/>
 Create, save, and print your custom floor plan, complete with adjustable measurements, as well as standard pieces of furniture and accessories.
- » Moving with Kids
<http://www.century21.com/smoothmoves/>
 Advice, activities, and resources for moving with children of all ages, including super cute printable "job badges" for moving day.
- » Donations
<http://www.itsdeductible.com>
 Free online record-keeping system for items, cash, and stock that you donate to charities throughout the year, including mileage driven as a volunteer.
- » Classified Ads
<http://www.craigslist.org>
 Post classified advertisements for your saleable items online (for free!). Take photos and include them in your listing to generate greater interest.
- » Recycling
<http://www.freecycle.org>
 Offer your unwanted belongings to others in your locale for free. Bless someone else and take care of the environment, all in one fell swoop.
- » Trading Books, CDs, and DVDs
<http://www.paperbackswap.com>
<http://www.swapacd.com>
<http://www.swapadvd.com>
 Trade books, CDs, and DVDs with anyone in the U.S. for nothing more than the cost of postage. Offer your books and send them out before you move, then use the credits you've earned to order books once you're settled into your new home.

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spring special

real life. real organized. real simple.™

Special offer to newsletter subscribers!

**** free in-home consultation ****

Limited time only!

CALL (859) 321-4759 TODAY TO SCHEDULE YOUR FREE CONSULTATION!

Offer ends on June 30, 2008.