

Getting organised for a stress free new year (& beyond)

Did you know that “getting more organised” is one of the top three new year’s resolutions that people make? Professional organiser **Sue Glasser** lends some simple tips and tools to help make organising for the holidays enjoyable and fun for the whole family.

Annual action plan

Set out an action plan for the whole family.

- 1) Write a list of things you would like to get done over this time, including:
 - Guest list and invites
 - Shopping list
 - Menu
 - Cleaning schedule.
- 2) Prioritise the list.
- 3) Make a decision on how many of the tasks you can handle, and which ones can be delegated to another member of the family or outsourced to someone else.

Eight-minute blitz

Get the family involved to help get things done.

- 1) Set a timer for eight minutes and challenge your kids to do one or all of the following tasks:
 - Table setting
 - Veggie chopping
 - Preparation before synagogue
 - Room tidy up
 - After dinner blitz
 - Before bed blitz
 - ... and more.

Let them try and beat the clock, and maybe even offer a reward. You will be amazed at how much can get done in eight-minute blocks of time.



Checklist & ready reference folder

Every year this holiday comes around so get a checklist going for this year and future years. Involve the whole family and roster age-appropriate tasks for all members of the family.

Set up a Ready Reference Folder & keep all checklists in there, as well as the following:

- Favourite recipes
- Guest lists
- Candle lighting and Shabbat times
- Service times
- ... and more.

Let everyone know where you keep the folder so it is easily accessible

Power up your pantry

The pantry is by far one of the most frequently visited areas in any home. Almost all processes and procedures in the kitchen will require something from this area. So why not get it organised using these easy steps:

- 1) Sort items into like-categories, such as flours and grains together, spices grouped together, etc.
- 2) Eliminate any expired, unused or “do not belong in the area” items. Remember the process: discard, recycle, move or release.
- 3) Allocate what is left into suitable storage containers or options.
- 4) Label containers and shelves so the whole family knows where to find things and where to put them back.

There you go – with the above tips and tools, this will definitely help your family take the first few steps into enjoying a great and organised start to the new year. Chag sameach, and be well over the fast.

Clean up and declutter

This is a perfect time to do that spring clean and release any items you no longer use, need or love, and pass them onto someone else who can. This is a fantastic opportunity to give some tzedakah as part of the High Holy Days.

Sue Glasser of Paper Clip Professional Organisers offers plenty more articles and information on getting organised at www.paperclippo.com.au. Sue can be contacted at info@paperclippo.com.au or 0402 1109 007.