

SIMPLY ORGANIZED

Decluttering and
Space Organizing



May 2010

Excuses No More...

Webster defines procrastinate: to put off intentionally and habitually; to put off intentionally the doing of something that should be done. Read about why we put off and how to conquer procrastination.

Why we put off...

- **Perfectionism** - if you can't do something perfectly...why bother
- **Unpleasantness** - eating ice cream-not unpleasant, writing a 50 page report or cleaning out the garage-unpleasant. Recognize that while some tasks are lousy, they simply must be done.
- **Overwhelm** - if your to do list is 10 pages long or not even written down, it's hard to figure out where to start. It's hard to see the finish line when there is no clear beginning.

Conquer Procrastination...

- **Give yourself a reason to stop** - Maybe you'll improve your financial situation, be on time for appointments, impress yourself and others and/or reduce your daily stress.
- **Start writing** - Use a notebook or planner to capture all of your tasks and ideas. Keep a running master list of things to be done. Keep it realistic and attainable.
- **Set a timer** - For truly unpleasant tasks, set a timer. Nearly anything is palatable for 15 minutes.
- **Treat yourself** - After a week or 2 of the "just do it" action, treat yourself to something special.

Happy Mother's Day! Ellen

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Did you know...

May 7 & 8 is the St. Paul's Episcopal Church's Annual Mothers Day Plant Sale/Bake Sale/Yard Sale. If you have items you would like to donate, please bring them to St. Paul's' on Friday, May 7th bright and early. You can get a receipt for your donations. Come back on Saturday to shop for some fabulous plants and baked goods. St. Paul's Church is in Pleasant Valley on the corner of Rt 44 and Traver Rd.

May 15th is a Medication Disposal Day at DCRRA. Call DCRRA at 845-463-6020 for further details. Old medications should be disposed of properly as well as other hazardous waste.

