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Patti DiMiceli
Organizing Made Simple

Presentation to

Comptroller's Office
In celebration of Women's History Month

Building Balance:
Home / Work / Play / Prepare

"The Organizer's Toolkit"





Patti DiMiceli
Organizing Made Simple

PO Box 4475
Annapolis, MD 21403
410-280-1969
800-704-9527
pdimiceli@organizingmadesimple.com

Born and raised: Los Angeles, CA

- **Happily married to John.**
- **One child: Toby... One angel: Amber.**
- **They recently acquired "Annie," a Jack Russell puppy.**
- **Lived in the Bay Ridge area of Annapolis for 20 years.**
- **Enjoys being involved with community, especially "Emergency Preparedness" and the City of Annapolis.**
- **Volunteers with: American Red Cross' "Disaster Action Team" and "Community Disaster Education" programs; AAlert; CERT (FEMA's Community Emergency Response Team)**
- **Hobbies: gardening, traveling, writing, puttering, entertaining, learning, building, decorating, playing**

Work Experience:

- Waitress**
- Salesperson**
- Glass Blower**
- Bookkeeper**
- Construction Worker**
- Executive Assistant**
- Clown**
- Bus Driver**
- Sign maker**
- Graphic Artist**
- Boat Builder**
- Author, "Embrace the Angel"**
- Video Producer, "Brightwork, The Art of Varnishing"**
- Non-profit owner, "Amber's Alliance"**
- Professional Organizer, "Organizing Made Simple"**

Dreams of...

Traveling around the world by plane; around the US and Alaska by RV

Basic Tools:

- Daily, weekly, monthly planner (*absolutely essential!!!*)
- Small toolkit: tape measure, hammer, set of screwdrivers, cordless drill with driver bits, level, pencil, "Vice-Grips," adjustable wrench
- Co-operation of family/household members
- Space & time to focus, think, plan
- *Build in play/relaxation time*

Basic Steps:

- Look at the way the space is used now.
- Imagine how you *want* it to be used.
- Take measurements of space.
- Explore the products/systems.
- "Build the bones."

Basic Products:

- "Expand-a-Drawers/Shelves"
- wire door racks/bins/hooks
- stacking pull-out drawers
- one type of hanger (Joy Mangano's "Huggable Hangers," IKEA)
- Smead "Viewables"
- Corner shelf
- "Simple Human" plastic bag holders
- "EZ Ancors"
- "Space Bags"

Basic Principles:

- Clear your paths.
- Light your space.
- Get the container.
- Organizing is a *process*, not a goal.
- Lighten your load.

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The Simple Organizing Plan:

1. Start with a small, manageable area (re: under a bathroom or kitchen sink). These principles can be applied to most rooms/areas.
2. Note how the space *is* used and how you would *like* it to be used. Utilize the back of doors (as much as possible) with small baskets, hooks, or shelves so that objects “present themselves” and you don’t have to bend down to retrieve your most frequently used items.
3. Measure front to back, side to side, top to bottom, and the clearance when the doors are closed. Make a sketch with measurements.
4. Bring a small tape measure, notepad, and your sketch to the “organizing areas” of stores to purchase products. Stores— both “brick & mortar” and online— are listed on the back and also on our website: www.organizingmadesimple.com
5. Choose products that will fit into your space, work smoothly/easily, are as clear as possible (not opaque so that contents can be viewed), and suit your needs and use. Keep all receipts so that you can return them if they do not fit. “Clear” & “easy” are the key words here.
6. Remove contents (laundry baskets are good temporary containers), clean/vacuum, line with white shelf liner or paint with white semi-gloss paint. Install a small, battery operated light to “open the space” for easy viewing. This step is essential to the success of this project.
7. Place empty organizing products inside and arrange for best fit and function. Make sure door products and sliding units will clear stile (wood piece @ center between door openings) and sides when the doors are open and closed.
8. Install according to manufacturer’s instructions. Stainless steel, ½” or ¾”, #10 pan-head screws work well to secure units. Pre-drill holes. Be careful not to screw through the door fronts or sides of cabinets.
9. Label products as necessary with a label maker, white labels, or white duct tape.
10. Enjoy your new, bright, organized space!

Where to Find Organizing Tools/Supplies

Stores:

Brookstone..... www.brookstone.com
Closet Factory..... www.closetfactory.com
California Closets..... www.calclosets.com
The Container Store..... www.containerstore.com
Costco..... www.costco.com
Crate & Barrel..... www.crateandbarrel.com
Hold Everything..... www.williams-sonoma.com
Home Depot..... www.homedepot.com
IKEA..... www.ikea-usa.com
Kmart..... www.kmart.com
Lowe’s..... www.lowes.com
Pottery Barn..... www.potterybarn.com
Sam’s Club..... www.samsclub.com
Target..... www.target.com
Walmart..... www.walmart.com

Online Stores:

Alsto’s Handy Helpers..... www.alsto.com
Charley’s Greenhouse: www.charleysgreenhouse.com
Chef’s..... www.chefscatalog.com
Closet Maid..... www.closetmaid.com
Cooking.com..... www.cooking.com
Domestications..... www.domestications.com
Easy Track..... www.easytrack.com
Equipto..... www.equipto.com
Exposures..... www.exposuresonline.com
Frontgate..... www.frontgate.com
Get Organized..... www.shopgetorganized.com
Gardener’s Supply..... www.gardeners.com
Hammacher Schlemmer..... www.hammacher.com
Harriet Carter..... www.harrietcarter.com
Herrington..... www.herringtoncatalog.com
Home Decorators..... www.homedecorators.com
Home Focus..... www.homefocuscatalog.com
Improvements..... www.improvementscatalog.com
Kitchen & More..... www.kitchenandmuchmore.com
Kitchen Source..... www.kitchensource.com
Levenger..... www.levenger.com
Lillian Vernon..... www.lillianvernon.com
Miles Kimball..... www.mileskimball.com
Organize Everything... www.organize-everything.com
Organize It..... www.organizes-it.com
Orvis..... www.orvis.com
Plow & Hearth..... www.plowhearth.com
Practica..... www.practica.com
Simple Human..... www.simplehuman.com
Space Savers..... www.spacesavers.com
Stacks & Stacks..... www.stacksandstacks.com
Taylor Gifts..... www.taylorgifts.com
Techline..... www.techlineusa.com

Julie Morgenstern's "9 Competencies" from "Making Work, Work," her latest book:

1. Embrace your _____ - _____ balance.
2. Develop an _____ mindset.
3. Choose the most _____ tasks.
4. Create the _____ to get things done.
5. Control the _____.
6. Organize at the speed of _____.
7. Master _____.
8. _____ _____ with others.
9. Leverage your _____.

Balance your *Balance* with P.E.P. Thoughtfully plan your time off to ensure you rest, restore, and re-energize. What's getting short shrift in *your* life?

- P hysical health
- E scape
- P eople

Managing Email:

- Keep your email alarm off.
- Process email fully during your email session.
- Say what you need in the subject line.
- Stick to one or two points per email
- Create stock responses to routine requests.
- Limit FYIs.

6 Common Gripes re: Bosses:

1. Inaccessible
2. Unreliable
3. Too rigid
4. Disrespectful
5. Vague
6. Unfair

1. Why Prepare?

- a. Hurricane Isabel, other photos which *show* hazards/potential hazards in our city/area
- b. List of hazards
 - i. Traffic jams
 - ii. Earthquakes
 - iii. Power Outage
 - iv. Weather-related
 - v. Any others

2. What are the advantages of preparing?

- a. Increase chance of survival
- b. Sense of control
- c. Raises level of comfort
- d. Reduces worry/stress (Rest in confidence)
- e. Protects assets

3. Create an Emergency Plan

- a. Family/Home/Car
- b. School
- c. Business

4. Build a Kit

- a. Zip Lock (\$10 or less)
 - i. Light stick
 - ii. Water bottle
 - iii. Energy bar
 - iv. Emergency blanket
- b. *Get & Go* (purchase "ready-made" kits for \$60 or so)
 - i. FEMA's "Ready Kit" (Sam's Club, \$31)
 - ii. Car kit (Costco, \$26)
- c. Customized (evaluate personal needs/comfort level @ home, work, car)
 - i. Stock home
 - ii. Create "Safe Room"
 - iii. Plan routes/contacts/meeting place
 - iv. Build:
 1. "Grab & Go" kit for evacuation from home
 2. Car kit to keep in car
 3. Desk kit to keep @ work

5. Actions to Take

- a. Shelter-in-Place
 - i. Home
 - ii. Work
 - iii. Car
- b. Evacuation from
 - i. Home
 - ii. Work

6. "Crisis Checklist"