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totally orderly, llc

"Organize your way to success."

August 2007

Back to School Basics



August is such a deceiving month. One minute you're sitting poolside sipping iced tea with long, lazy days ahead. Blink your eyes, and the kids are back in school. Blink

Totally Orderly earns a column in *The Lake Oswego Review* and *The West Linn Tidings*

The Lake Oswego Review and *The West Linn Tidings* have added an "Ask the Organizing Expert" column to the Homes section of their award-winning weekly newspapers. If you missed my first column about [organizing your summer vacation](#), you can read it [here](#).

again, hello holidays. Before the school bus arrives at your front door, follow these easy tips for a flawless transition to your fall schedule.

1. **Shop, but not till you drop.** Shop smart by going through your kids' closets first, and making a list of what is needed. Set a budget and stick to it! If possible, shop with one child at a time.
2. **Stock up on basics.** Take advantage of Back to School sales by stocking up on socks, underwear and art supplies. Pull them out as needed during the year.
3. **Send them off healthy and happy.** Set your kids' doctor and dentist appointments in the summer, so they don't have to miss valuable class time later. If your child takes any medication at school, have your physician fill out a Medical Action Plan for his teacher.
4. **Review to remember.** Spend some time each day with your children reading books and reviewing math from the previous school year. Over the summer, kids can forget as much as 30% of what they just learned! Give them a head start with a little one-on-one time!
5. **Conquer Morning Madness.** Set up a "staging" area for backpacks, coats, lunch boxes and important papers. Each child should have their own space, whether it's a hook, cubby, or just a box. Make sure everything is prepared and ready to go *the night before!*
6. **Tell them what to do; show them what to do.** If your kids are visual learners, and most are, then tell them what you expect from them, and then *show* them what you expect from them. Have a picture chart of their morning or afternoon jobs. Slide it into a plastic sleeve and let them check off



IT'S TIME TO GET ORGANIZED

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each duty with a wipe off marker. It's easy and fun!

7. **Make a date with your calendar.** If you've already received next year's calendar from your kids' schools, take time to add all the important dates to your family date book. A family should use *one* calendar and keep it in a location where everyone has access to it.

8. **Return on Time.** Place a basket in the family room that's designated for library books only. Keep them separate from your own personal books.

"If Organizing Is So Easy, Why Is It So Hard?"

If you know how to get organized, but struggle with staying organized, this is the workshop for you. Totally Orderly has created a unique opportunity for groups who want to learn the secrets of long-lasting organizing success. If you belong to a group, club or team interested in this topic, please contact me at danielle@totallyorderly.com or 503.750.7111.

Enjoy the rest of your summer, and thank you for reading my newsletter!

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October 2007

Are You Ready for a Disaster?



Hurricanes, tsunamis and terrorism strike without warning. Victims often spend

The Basic Survival Kit

Use a large plastic bin or covered trash can to stockpile three days worth of supplies.

Must Have:

- Water (one gallon per person per day)
- Food (non perishable, high energy, high protein)
- First Aid Kit
- Battery Operated Clock/Radio
- Flashlights
- Batteries
- Matches
- Cash
- Blankets
- Formula/Diapers

months or even years trying to reconstruct their lives.

Will you be ready if disaster strikes your community? September was National Preparedness Month; a good reminder to put together a family survival plan.

The Pacific Northwest sits on a spider web of fault lines, so local experts say they worry most about earthquakes. We are also at risk for flood, ice, forest fires and tsunamis. Following are some easy steps you can take to be prepared.

Prepare for a Night Disaster: every family should have a practiced fire escape plan in their home. Agree on an outdoor meeting place. Keep a pair of shoes and a flashlight beneath everyone's bed. These will be necessary in case of fire, earthquake, or power outage.

Prepare for Communication: local phone lines could be jammed for several days after a disaster, but long distance lines will likely be open. Choose an out of state relative as a contact person and have all family members add this phone number to their cell phone directory. Give this phone number to your child's school as well.

Prepare your Paperwork: victims of Hurricane Katrina lost everything, but the most challenging task for many was reconstructing a personal paper trail: insurance documents, birth certificates, social security cards, deeds, wills, taxes, and drivers licenses. Make a duplicate set of these documents, including bank and credit card numbers, and store in a safety deposit box. Include a videotape of your home and all its contents for insurance claims.

Also Include:

- Eye glasses/contact supplies
- Medications
- Can Opener/Knife
- Paper Products
- Wet Wipes
- Camp Stove/Fuel
- Whistle
- Trash Bags
- Bleach
- Hygiene Products
- Comfort Items



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Prepare your Survival Kit: experts suggest we keep a three day supply of essentials on hand for emergencies. Food and water are most important, and a well-stocked first aid kit, too. You can start today by purchasing an extra case of water and a few cans of high protein, high energy food. Continue this practice until you have an adequate supply. The Oregon Trail Red Cross publishes comprehensive supply lists at www.prepareforlife.org.

Prepare your Car: if your car sometimes feels like a second home, make sure you equip it with a small emergency kit. Store water, food and space blankets in a back pack. Keep your gas tank at least half full and your cell phone fully charged.

Get in the Back to School Zone

Were you ready for "back to school," or did the backpacks, sports schedules and piano lessons hit your home like a tornado? If you missed my "Ask the Organizing Expert" column in the *Lake Oswego Review* and *West Linn Tidings*, you can read it [here](#). I talked about setting up zones in your home for back to school success. It's not too late to organize your family for academic achievement!

Enjoy these crisp Autumn days, and thank you for your business!

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"Organize your way to success."

December 2007

Thank You for a
Wonderful 2007

Christmas Countdown

With less than two weeks until Christmas Day, here are a few "wind down" activities to enjoy before the big day.

- Crank up the volume and dance with your children to Feliz Navidad and



I can hardly believe 2007 is coming to an end. Hopefully it's been a successful and prosperous year for you. I spent my year focusing on habits. I've learned a tremendous amount about forming good habits and the role they play in overall success, especially with regards to getting and staying organized. I look forward to sharing some of my discoveries with you in the coming year. Here's a sneak

peak of ["Organize Your Way to Success: The Science of Habits."](#)

In considering a topic for this month's newsletter, I felt there was no better time to say *Thank You*. Organizing is my passion. I like it because it makes us feel good, but I love it because it leads to success. I have enjoyed sharing your success this year.

Thank you for inviting me into your homes and offices and trusting me with the organizing process. I appreciate how vulnerable this can feel. I respect the feelings of shame, irritation and frustration that sometimes result from our work together. The sense of control, relief and peace that accompany the completion of our projects has been as satisfying for me as it has probably been for you. Thank you for trusting me with these powerful feelings and taking a chance at success.

The New Year is just around the corner, and I look forward to another year of successes for both me and for you. Thank you again, and Happy New Year!

Mele Kalikimaka

- Turn off all the lights except the Christmas Tree and enjoy a glass of wine with your spouse.
- Spend a little quiet time in front of a nativity scene.
- Make hot cocoas, stuff them with marshmallows, add a peppermint stick, and watch your kids smile
- Stay up late one night and watch *It's a Wonderful Life*
- For more holiday tips, log on to [Totally Orderly](#).

Organize Your Way to Happy Holiday Memories



If you missed my column in the *Lake*

Oswego Review and West Linn Tidings about enjoying the holidays, you can read it [here](#). It's not too late to relax and enjoy the spirit of the season!

What's on Your List for 2008?

There are two kinds of people: those who make New Year's resolutions and those who don't. Experts say writing down your goals and breaking them down into manageable tasks is the key to success. If you want 2008 to be your year for success, [contact Totally Orderly today](#) and schedule your January

appointments. Whether it's organizing your finances, home office, kitchen cupboards or weight loss program, my celebrated "[Four Steps to Success](#)" program will guarantee you the results you want. Look out 2008, here we come!



GIVE THE GIFT OF ORGANIZATION

Looking for the perfect gift? Totally Orderly offers gift certificates to be purchased by the hour. We accept cash, check, Visa and MasterCard. Log on to [Totally Orderly](#) and let me know how many hours you want. I'll have the gift certificate in the mail the same day! Organization is a gift anyone will appreciate!

Enjoy the holiday season, and thank you for your business!

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