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"Organize your way to success."

January 2009

It's Not Too Late
to Make a Resolution!



Somewhere along the way, New Year's Resolutions went out of style. Recently I asked a group of colleagues how their resolutions were coming along, and easily half announced they no longer made them. Some said they set goals or practiced new habits instead. Goals and new habits seem the same as resolutions to me; but call them what you may, they're still an opportunity for success.

As a certified professional organizer, I meet people all the time who want to meet their goals. But excessive clutter, lack of systems, and bad habits get in the way. The truth is: it's difficult to reach your goals when your space is a shambles. And even more so when your thoughts and actions keep you from your own success.

Are any of these resolutions on your list for 2009?

- **Organize my Healthy Lifestyle**
- **Organize my Kitchen**
- **Organize my Paperwork**
- **Organize my Garage**
- **Organize my Calendar**
- **Organize my Finances**
- **Organize my Kids' Bedrooms**
- **Organize my Office**
- **Organize my Closets**

[Totally Orderly](#) applies the principles of organization to your goals and guarantees your success. Contact me [today](#) and let's make 2009 the year of your success!



Join me at the Get Organized Vendor Expo!

Saturday, January 31, 2009
10:00 a.m. - 1:00 p.m.
Multnomah Athletic Club
1849 SW Salmon Street, Portland

This exciting event is the only one of its kind in the Portland Metro area. I'll be there, as will TWENTY great vendors, such as [Storables](#), [Closets to Go](#), [Pull Out Shelf Company](#), and [Scan Monkeys](#). There will also be vendors of [interior design](#), [senior services](#), [junk hauling](#), [secure shredding](#), [financial services](#), [ergonomic office furniture](#), and [many more!](#) Come have a cup of hot coffee with me, win an awesome door prize and enjoy a morning out!



Get Ready for Taxes!

Do you donate clothing and household items throughout the year? If so, this booklet can save you hundreds of dollars!

The 2008 edition *MONEY For Your Used Clothing* booklet provides

taxpayers with a proper way to value their used clothing and household goods donations to charity for the 2008 tax year, and all in accordance with the New IRS guidelines. The 2008 Money Book and its predecessor publications have been featured in Kiplinger's, USA Today, Bottom Line, Money magazine, Chicago Tribune, LA Times and the front page of the Wall Street Journal, just to name a few.

Order your copy today by calling 1-866-417-7678 or visit their website at
www.mfyuc.com/taxsavings.

Enjoy your day, and thank you for your business!

Danielle Liu, MPA, CPO

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Totally Orderly Celebrates FIVE Fabulous Years!



It's my anniversary, and THANK YOU for being a part of my success! Launching this professional organizing business in 2004 was exciting, but working with such awesome clients and colleagues has been the icing on the cake. Some of the highlights:

2004: Launched Totally Orderly, joined [NAPO](#) and [NAPO Oregon](#)

2005: Launched [TotallyOrderly.com](#)

2006: Elected VP of NAPO Oregon,

2007: Elected President of NAPO Oregon, became columnist for [local paper](#)

2008: Became a [Certified Professional Organizer](#), re-elected President of NAPO Oregon, became an [ADD specialist](#)

2009: Launched blog [Organizing with ADHD](#), re-elected President of NAPO Oregon

Thank you again from Totally Orderly. It's an honor to organize with you. I hope our work together has been life-changing for you, because it's certainly been life-changing for me!



My New Blog: Organizing with ADHD



I've just launched a new blog called [Organizing with ADHD](#). It's got products, helpful hints and amusing stories about the challenges of organizing with ADHD. [Subscribe now](#) and don't miss a single tip!

DO I HAVE ADHD?

You might have ADHD if you describe yourself as:

Disorganized

Intelligent

Procrastinating

Easily Bored

Artistic

Distractible

Creative

Intuitive

Impatient

Impulsive

Do you or someone you love have ADHD? Totally Orderly has been developing a specialty in the unique organizing challenges for those with ADHD. Why? Because ADHD can have a profound effect on your ability to get or stay organized, and traditional organizing strategies often don't work. If ADHD is getting in the way of your success, [let me know](#). We'll design a solution perfectly suited to your needs.

Back to School Success

Teach Your Kids the Organizing Basics

Kids can learn to organize just like grown ups. Here's a sneak peek at my latest "Ask the Organizing Expert" column, due to be published this week in the *Lake Oswego Review* and *West Linn Tidings*:



Let's start with a pop quiz. True or False: Children are naturally organized? Organized parents have organized children? Schools teach students organizing skills? Answer: False, all of them. The truth is, some kids, parents and teachers are well-organized, but certainly not all. Furthermore, some of us are organized in our things, our thoughts, both or neither. Yikes! With all this diversity, how is anyone

Insecure

Moody

Restless

Addictive

Inattentive

Seek a formal evaluation if you think you might have ADHD.

**from Driven to Distraction by Edward Hallowell, MD*

supposed to put order to all those books, papers and supplies? Have no fear! Anyone can learn the fundamentals of organization, and everyone can benefit, even your own little "Messy Mikey." [Read more...](#)

Wishing you a productive, successful, well-organized day!

Sincerely,

**totally
orderly, llc**

Danielle Liu
Totally Orderly, LLC

**Win 2 Free
Hours of
Organizing!**

I saved the best for last! Enter to win two free hours of organizing. Here's how: [subscribe to my blog](#), become my friend on [Facebook](#), connect with me on [Linked In](#), forward my newsletter to a friend or simply [send me an email](#), and I will enter your name in a drawing for *each* response! Drawing will be held on September 1, 2009.

Hurry! Must enter by August 28, 2009

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Getting Ready for the Holidays

Whew! I'm finished. I have an interesting way of preparing for the holidays - Spring Cleaning! Several years ago I started a new routine in October: I clean my house from top to bottom, inside and out, readying it for the holiday season. It might seem early, but I like to decorate in November, so it's nice to have it ship shape before I start unloading the Santas.

Here's how I do it: the whole thing takes me about eight days - four upstairs and four down. And this is no ordinary wipe down. I clean walls and windows, blinds and bedding, carpets and closets. No space is immune. I move washers and dryers and refrigerators to sweep



THANKSGIVING
HOSTESS
CHECKLIST

Three Weeks
Ahead

- Plan Menu
- Invite Guests
- Assign Dishes to Guests

One Week Ahead

- Order Turkey
- Grocery Shopping

Three Days Ahead

- Polish Silver
- Iron Linens

Day Ahead

- Pick Up Turkey

beneath (fascinating what's under there!). When it's done, I know for sure I can entertain for the next two months in a basically clean space.

Here are a couple of checklists if you're interested in "clean sweeping" your house. It feels soooo good when it's done.

[Fall Cleaning Checklist - Bedroom](#)

[Fall Cleaning Checklist - Kitchen](#)

How Do You Like My Blog?

Last summer I started a blog called [Organizing with ADHD](#). It's been so much fun. I get to write and muse and vent to my heart's content, and people write back!



If you have ADHD, or even if you don't, you know how hard it can be to stay organized. [Subscribe](#) to my blog and read about products, helpful hints, and amusing stories about the challenges of getting organized. There is information for women, men, professionals, parents, kids and even schools. Here are a few of my posts:

[Oh, Spiders...I hate thee](#)

[ADHD: The Agony and the Ecstasy](#)

[The Tornado in My Brain](#)

[Building Structure Around ADHD](#)

[On Popsicles and ADHD](#)

- Grocery Shop for Fresh Items
- Clean House
- Set Table

Morning Of

- Prep Turkey
- Bake Pies
- Start Stuffing

Three Hours Ahead

- Start Turkey

One Hour Ahead

- Start Potatoes

Ten Minutes Before Guests

- Light Candles
- Set Music
- Pour Glass of Wine
- Enjoy!



The Perfect Kitchen Pantry

The busiest room in the house deserves some respect!

Here's a peek at my latest "Ask the Organizing Expert" column, published last week in the *Lake Oswego Review* and *West Linn Tidings*:

The poor, stuffed, overworked pantry. Such a teeny, tiny room (or cupboard, or shelf), and yet, we ask so much of it - store food, paper products, cleaning supplies, vacuums, pet food, recycling, small appliances, wrapping paper, have I missed something? Don't you just dream about a spacious, sparkly-clean, walk-in pantry with pull out shelves, a built in wine rack and all your crackers in neatly labeled and matching bins? The pantry of your dreams is just a few steps away. [Read more...](#)



Just for Fun



A Survival Blog from a PTO President

I've just embarked on a two year term as PTO President at my [kids' school](#). (The Organizer in me couldn't resist!) In an effort to survive, I've started a blog called "[Who Elected ME](#)

[President?](#)" The content potential is endless: parents, teachers, homework woes, locker madness, and of course,

plenty to do with organizing volunteers, fundraisers, kids, and more! Follow me if you want, just for fun! You can [subscribe here](#).

Here's a sample post:

The Fall Carnival...We Survived!

The Haunted House was perfectly frightening. So dark and spooky. There were ankle-grabbing ghouls, spider webs in your face, limb-hacking scientists, optical illusions and unidentifiable moaning and groaning. The kids screamed and the adults screamed louder. Well done, eighth graders! [Read more...](#)

Wishing you a productive, successful, well-organized day!

Sincerely,

**totally
orderly, llc**

Danielle Liu
Totally Orderly, LLC



Gift Certificates for the Holidays!

Here's a gift idea that renews the spirit, restores peace and reclaims order.

Happy Holidays from Totally Orderly Gift Card

Includes:

- Two Hour Assessment
- Intro to "Organize Your Way to Success" Four-Step Process
- Written Plan

- \$175

[YES! I want to order this Gift!](#)

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My Favorite Christmas

A year has passed, and I've had time to mull things over. I think I'm ready to mark last year as my all time favorite Christmas. And funny thing, I say this because it was so decidedly *disorganized!*

[Twitter](#)

[Email](#)



JOIN ME!
at the

2010
PACIFIC NW
ORGANIZING
EXPO

I'll be there!

January 30,
2010

Montgomery
Park

10 AM - 3 PM

• Products

About this time last year, we were buried in snow. There was ice on top of snow on top of ice. We were trapped, but it was fun. We romped in the snow. Sled down hills. Watched every holiday movie ever made (twice). Played a perpetual game of Scrabble. We had popcorn and cocoa every day all day.

But one weekend turned into another weekend, and then Christmas Eve was looming. Now in my family, Christmas Eve is sacred. It's a big, fancy soiree with prime rib, pretty dresses, presents and good wine. How could we let a little snow (ok, two feet of it) ruin our Christmas Eve?

With another storm approaching, we made an impulsive decision to celebrate Christmas Eve on the 23rd! It involved borrowing a friend's 4 x 4, climbing a few snow banks, shoveling a couple driveways, and adjusting the menu a bit, but we did it. We celebrated almost as usual, and it was fabulous.

The next day was the real Christmas Eve, and it was surprisingly fun to return to our slumbering days of popcorn and Yahtzee. I gave up any plans to finish my shopping or run to the grocery store. Good enough was going to have to be good enough.

Christmas Day proved equally fun. With no real plans, friends and family started dropping by. I was happy to share a frozen lasagna, but neighbors brought a prime rib! Someone else had some boxed risotto. Did we even have a salad? I don't recall if we used good crystal, and I don't remember whether we had cloth napkins, but I do remember the most delicious meal of my life. I do remember being surrounded by a warm house full of unrelated people, all of us celebrating our good health and good fortune. We laughed a lot; I remember that, too.

I've always dreamed of a white Christmas. But seriously, being held hostage in my home for two weeks wasn't exactly my vision. But when I finally surrendered to the storm, tossed my long and tedious "to-do" list in the trash, and embraced a little flexibility, it turned out to be a Christmas to remember. Who knew disorder could be so much fun?

A Heartfelt Thank You

I hope 2009 was a good year for you. It was a good year for me. I gave thanks a lot - that's for sure. I gave thanks for good health and a happy home, for my family and friends. And I found myself giving thanks, often, for my job. Not just because I *have* a job, which is a blessing in itself, but because I love my job. And I love my job because of you.

Thank you so much for trusting in me and Totally Orderly to keep you organized and efficient. I find tremendous satisfaction in my work, and I hope you do, too.



- Tips
- Ergonomics
- Ask the Expert
- Door Prizes
- Free Admission!

Thank you for inviting me into your home and your life; for exposing your secrets, sometimes your shame, often your frustrations, and trusting me to help. I appreciate how difficult that can be, and I'll always be grateful for those of you who welcome me into your lives.

In the coming year I pledge to you another great year of professional organizing services. Wishing you all the best in 2010.



Post-Holiday Clutter

Should I keep that great big box that came with my flat screen TV?

Here's a peek at my latest "Ask the Organizing Expert" column, published this week in the *Lake Oswego Review* and *West Linn Tidings*:

Christmas is coming. The excitement is building! The presents are piling high! What's on your wish list? A plasma screen? One of those mini laptops? Did you find a Zhu Zhu pet for your daughter? If your house is anything like mine, it will transform itself from a Christmas wonderland into a heaping pile of boxes, bows, ribbons and wrappings in a matter of

hours, and electronic and digital gifts seem to leave an even bigger pile in their wake. No need to let all that Christmas clutter dampen your spirits. Try these quick fixes for all the extras that come with the must-haves on your Christmas list. [Read more...](#)

Super Quick Holiday Cards



It's not too late to get your cards in the mail! I did it in less than 24 hours.

Have you sent your Christmas cards? Mine went out today, and just in the nick of time. Here's how I did it in less than a day:

I tried to snap a picture of the kids, but they were less than enthusiastic about my spontaneous photo shoot, so I found a couple good ones from a beach trip.

Next, I went to the photo center at www.costco.com. I uploaded the pictures and changed them to black and white (since their outfits were not so Christmasy.)

I chose a card that allowed me to use two separate pix, cropped them to fit, added a caption and placed my order.

They were printed and ready for pick up the next morning, along with festive stamps. I addressed them, stuffed them, and had them in the mailbox by day's end. It was fast and inexpensive!

Wishing you a productive, successful, well-organized day!

Sincerely,



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