
JULY 2023

Squared Away Today



Our theme this month is **FREEDOM**. We are lucky to live in the USA where we have freedom unrivaled in other countries and July 4th reminds us of just that. Have you ever wanted to be free of clutter? In this issue, we will help you figure out how to free yourself from clutter and the mental and physical weight accompanies it. According to research, clutter affects your working memory and makes it harder to remember and recall information. It feels like failure when we can't make a space clean and keep it that way. Squared Away Today is here to help. Read on for tips, tricks and inspiration to become *FREE* from clutter.

Happy Organizing!

Steph
CEO Squared Away Today

"Happiness Is A Place Between Too Little And Too Much"
– Finnish Proverb



Food for Thought...

HABITS TO HELP YOU GET MOTIVATED!

- **Wake up 10-15 minutes before everyone else.**
- **Don't look at your phone or email right away.**
- **Do something you love for 5-10 minutes. Meditate, listen to music, etc.**
- **Complete tasks in the same order each day. This creates repetition and becomes automatic.**
- **Prepare food or lunches the night before.**
- **Choose your outfit for the next day before you go to bed.**
- **Create your To Do list the night before and leave it in an easy to find place. Review and revise as you have coffee.**
- **Clean up key areas so you come into a clean 'house' upon your return.**

QUICK TIPS

Things you can do RIGHT NOW to FREE YOURSELF FROM CLUTTER!

DO IT NOW!!!!

If a job takes 5 minutes or less, DO IT NOW. Those tiny tasks add up quickly & become a monkey on your back.

CREATE A MAIL STATION

As soon as mail comes in sort first for what can be recycled. With remaining items sort into 3 piles:

- **READ**-things you need to review
- **FILE**-items that simply need to be kept and file immediately.
- **ACTION**-items that are date related (bills, field trip forms, etc.)

MAKE TRASH DAY YOUR FRIEND

- The day before trash day, throw away all things that can no longer be used. Wipe down shelves and sort food by expiration date, putting those expiring first in the front.
- Go through each room and pick up all 'trash'. Empty trash cans in the office, bedroom and bathrooms.

TOP 3

Make a quick list of the top 3 things that will feel great to accomplish each day & celebrate completing them.



RESOURCE SPOTLIGHT-SWAP MEET!!

Do you have clothes that no longer fit and home decor that is still 'good' but you no longer want? Have friends who are in the same boat? Hold a clothing & home decor SWAP MEET!

Set a date for a SWAP MEET! Make it fun and have wine, snacks, tea, coffee, champagne...whatever makes it more fun. You will feel GREAT when you get some 'new' things and give those other items a new home.