
SEPTEMBER 2023

Squared Away Today



I have always loved the changes a new season brings. Living on the east coast in a beach town, this brings a slower pace of life, less traffic (YIPPEE!!), changes in clothing, food and activities. As a former teacher, September will always signify Back to School. A time for a fresh start and to re-establish routines. It's a great time to get your kids organized and start the school year off on the right foot and a perfect time to get your own office space at home (or at work) 'Squared Away'. Read on for tips, inspiration and resources to get your September off to a great start!

Happy organizing,

Steph
CEO Squared Away Today

Organizing isn't about perfection. It's about efficiency, reducing stress and clutter, saving time and money and improving your overall quality of life.

-Christina Scalise

QUICK TIPS

Things you can do to get organized for Back to School

Purge & Donate

Go through clothes, toys & school supplies that are too small or no longer needed. Donate them.

Post a Calendar

Note practices, due dates or special events that will occur that week so all the family can see at a glance. Review with your family daily or weekly, whichever is appropriate.

Plan Lunches & Dinners

This can be as simple as a paper or the fridge with ideas for each day noting sports practices or other events that impact how much time you have for dinner. You can also pre-make and put together meals that are prepped in advance.

Decide Clothes for the Week

Check the weather and put together outfits for school days and place in closet on hangers or shelves for easy access. Allow kids to help with this to teach learn the process and practice this skill.

Landing Zone

Have an entry point that organizes items as they come in. Backpacks, a place for homework to be done and papers that need to be reviewed or signed building strong routines.

To All a Goodnight!

Have everything ready the night before: lunches packed, forms signed, homework completed and returned to proper place in the backpack. Have your child put these items back to establish responsibility and routine.



Tips & Tricks for Office Organization...

- BE SELECTIVE

Use decorative containers to organize items which clutter up a space such as pens, notepads, etc.

- LABEL THINGS

This increases the likelihood you will return items to their 'home'.

- CLEAR YOUR DESK

Take 5 minutes at the end (or beginning) of your day to clear your desk and return a sense of order.

- Create a To Do List

Write down action items then organize by importance. Cross things off as you complete them.

RESOURCE SPOTLIGHT-SHREDDING

Documents to shred? Each state has a solid waste organization that offers free days for shredding. In Delaware, check www.dswa.com for the schedule in your county. Residents are allowed to bring 2 boxes (no size limitation) to each event.

Other options? Office Max, Staples and the UPS Store. They charge by the pound.

Larger amounts and want to see them shredded? Call DATA GUARD at (302) 337-8870. They provide mobile shredding services at your residence or office.