

Murray & Associates, Inc.

Let's Get Organized Together!

Helpful Hints

Now that the work is complete, let me take the opportunity to thank you for the pleasure of doing business with you.

Here are some helpful hints that are proven to assist in keeping you organized:

- If you have time to use it, you have time to put it back where you got it.
- Hangers are for clothes; door knobs are for hands.
- Chairs and sofas are to sit on not to lay clothes on and hang things over.
- When one walks into a room:
 - Kitchen: Dirty dishes are out of sight
 - Bedroom: Bed is made and clothing is put away
 - Bathroom: Counters are clear of makeup, etc.
 - Keys hand on a hook in the pantry or near the door.
 - Car: Clean out daily the items not needed.
 - Garage: Purge two or three times per year.
 - Videos/CD's/DVD's: Get racks to store - purge regularly.
 - Closets: Install racks for shoes/purses etc.
 - Cabinets: Use Turntables

While you are talking on the phone at home - clear up around you i.e.: clean out a drawer.