

The **GET ORGANIZED** Challenge

With practice, a plan, and determination, YOU CAN BE ORGANIZED!

Before you start getting organized, let's assess your basic needs with a few questions.

1. What's working in your current organization of your supplies?
2. Why do those things work?
3. What's partially working?
4. What's not working?
5. I can never find my...
6. I have no place to put my...
7. There's no room for my...

Commit to getting organized.

Schedule your organization time by putting it on your calendar. This is not a chore; this is something you deserve to do! If you think you don't have the time for organization, remember that Americans waste 9 million hours per DAY searching for lost items!

Motivational Tips:

- Post your goals where you can see them.
- Take before photos and put them on the wall as well. Seeing how far you have come will help spur you on.
- Reward yourself – promise yourself some new scrap supplies! Or sign up for a crop or a class – you'll know exactly where to find the supplies you will need to take!
- Make it fun – play favorite CD's, time yourself, play beat the clock in a specific area, whatever might keep you moving.
- Work with a friend – maybe you can work one week on hers, one week on yours. Go shopping for containers together! Just make sure you organize according to personal preferences – don't impose your organizational style on each other. Keep each other motivated and make it fun!

Week One: Basics, Tools, & Adhesives

Before you start this week, take before photos of your basic supplies, tools and adhesives. Tools and adhesives are some of the most important items in scrapbooking. There are many things that you don't necessarily need to create a page, but these are essential to each and every layout you do. So, how do you store them so that they are always at your fingertips and not in the way?

First, decide what tools are the most essential to you, and also which adhesives you can't live without. Think about the things that you reach for every single time you scrap. Those things need to be the closest to you, while the things you use occasionally are placed a bit further out of reach, and the items that you use least often are stored away or purged. Here are some ideas for each of those type supplies:

1. Most Often Used

· Use a container or tote to store the tools/adhesives you use on EVERY single scrapbook page. These will hold your trimmer, scissors, pens, and adhesive and still have room for your most used embellishments. You can store this on your desk, and when it's time to leave for a crop, just grab it and go! These allow you to easily store and carry all you need for crops and classes. *All My Memories Totes, Creative Options Totes, Mackinac Moon totes work best for this type of storage.*

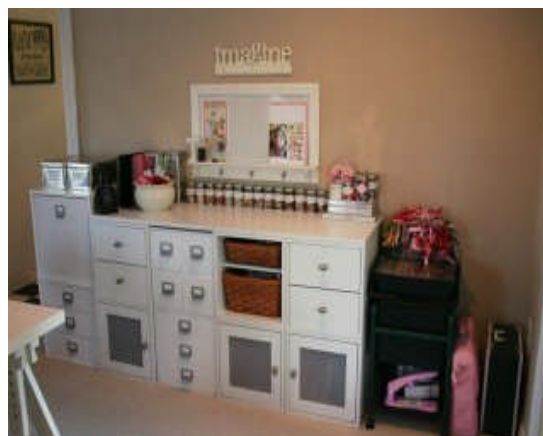


2. Occasional Use

· A peg board or wall system is also good for these items, keeping them accessible but out of the way.

· Eye-level drawer of your storage unit, whether it's an Iris cart, a dresser, or your shelving unit. The closer the drawer or shelf is to eye level; the easier it will be to retrieve these items.

I personally like to use Cropper Hopper Cubes for this. (this is not my room)



3. Rarely Used

- Store these items (extra trimmers, gadgets used infrequently, extra adhesives) up on your highest shelf or down below your desk on your lowest shelf. These items should be stored in the most inconvenient place; so that they don't get in the way of the things you use the most. *Again, I use Cropper Hopper Cubes for this.*
- Consider purging some of these items. If you tried embossing but found it wasn't your cup of tea, sell your heat gun. If you are hanging on to that adhesive that you don't really like just in case you run out of your favorite, give it to your friend, your child, or your local school and stock up on the supplies you actually want to use. Now is the time to purge those supplies that are just taking up space. You'll be glad you did!

Once you have a system in place for your essentials, putting them back in the same place every time will become a reflex, and you will never have to hunt for your favorite scissors again!

Next week: Photo organization!