

Amy Stanley, Professional Organizer

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**24 Hours... and ticking***By Amy Stanley*

It is a fact. Each of us has 24 hours in a day. What do you do with yours? This is one of the keys of organization. We want to get so much done; we have hopes for each day, but never seem to make them a reality. Why is that? Because there are only so many hours in the day to accomplish tasks, dreams, etc.

- ✓ To keep organized you need a plan. The first thing you need to do with any plan is a breakdown of the project. Break down 24 hours for yourself. How many hours do you sleep? What daily routine would you like to incorporate – do you exercise daily? Making meals and including preparation time might be something on your daily list as well. If you work outside of the home, you need to take out those hours from your daily plan, but possibly on the weekends your breakdown of hours changes because you have that extra time. And don't forget to add some flexibility to your schedule as well because if you don't that is setting yourself up for frustration. I like to build it in by adding extra time to your project, chore, must-do-list, etc. An example would be if you want to put cleaning on your list, you need to estimate the amount of time it will take. You know from past experience it usually takes you about 2 ½ hours to clean. Add an extra 30 minutes and make it 3 hours to clean. This way, if an interruption happens you won't be completely thrown off. Also, if you have children, you might want to pad your schedule with even more flexibility; the ages of your children need to be considered. Certain ages require more time. If you have a teenager that needs to be chauffeured from different activities that is going to impact your schedule much differently than the baby that sleeps periodically.
- ✓ So let's look at a sample schedule. You sleep 9 hours a day so we are working with 15 hours in a day. When you get up, you like to get exercising out of the way. You exercise for 45 minutes. Then you need to get ready, which entails a shower, brushing your teeth, etc. So let's get up at 6 AM. Exercise until 6:45 AM. Getting ready will take you until 8 AM. Don't forget about breakfast (it IS the most important meal of the day!). While you are eating breakfast, you check your email. Now it is 8:30 AM. If this is a weekday, you might need to leave for work. You can see that your day has already had 2 ½ hours eaten away and you haven't even gotten to your true to-do list! At 8:30, you can start to work on your list. Most people have a list of things they must get done, need to get done and want to get done. Write that list down! Categorize it – A's are must get done, B's are need to get done, and C's are want to get done. Usually, A's take less time than B's & C's. Laundry would be an A. Filing some paperwork would be a B. And wanting to do some scrap booking would be a C. From 8:30 AM until 11:30 AM (3 hours), pick an A and B you want to accomplish. At 11:30 AM, you need to start thinking about lunch and preparing. By 12:45, lunch is completed and cleaned up. From this point until 4:30, you have to either continue what you started this morning or break down this timeframe (3 hours, 45 minutes) to either start a C project. I think you get the idea. Then dinner follows and the family is home. You spend some time as a family and by the time it is bedtime – 11 PM. This is just a sample. You will need to tailor your routine to your needs, goals, and desires. Only you know what that is... If you sit down and write what you want to do daily, weekly, etc., post it somewhere to keep you on track.
- ✓ So the next time you look at the clock and it is time for bed, don't become frustrated that you didn't accomplish anything. Don't be so hard on yourself. Even Oprah Winfrey has only 24 hours in the day. Think – Did I plan well? Maybe it is time TOMORROW to sit down and start working on a routine. Routines can only ADD to your life. They don't need to make you feel locked in – change your routine each day if need be. You know if you like consistency or a little variety. When all else fails and you are stuck, contact

**ORGANIZING BY AMY!** We will work with you and come up with something that balances your life. Check out THIS month's special!

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## Readers Share Organizing Tips...

Monthly Question: **HOW DO YOU ORGANIZE YOUR DAY? DO YOU HAVE A SCHEDULE?**

For those of you who send an email answering this question or sharing other organizing tips, we will post it in our next newsletter. You will also get 10% off any organizing service provided by **ORGANIZING BY AMY.**

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## Calendar – August 2008

Sunday, August 3, 2008 – *Friendship Day*. Contact 1 friend you have been meaning to talk to today.

Saturday, August 16, 2008 – *Diapers to Duds Event* (Hempfield Township Athletic Complex, Greensburg). Kids clothing for sale.

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## Monthly Checklist – August

This section provides readers with a monthly reminder of things to do. There are so many things we have to remember. Some of those things can be done on a monthly and or yearly basis. Here is a reminder of what to do THIS month (each month will have a different list):

### Yearly:

- Have a fireplace or woodburner? Have it serviced this month.
- Clean furnace filter
- Use Jet Dry to clean your dishwasher

### Monthly:

- Women – SELF BREAST EXAM!
  - Check smoke detectors and flashlights
  - Download pictures from digital camera
  - Back up computer
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## Monthly Special

Not sure where your day goes? Whether it is the weekend or weekdays, if you have some type of routine, you will accomplish more. Let **ORGANIZING BY AMY** work with you to set up a routine – one you can stick to and that supports your goals and desires. For \$35, Amy will work with you to come up with your customized routine.

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## Product Highlights

Here we like to highlight products/ideas and you should check out...

Crockpot recipes. As mentioned in my article, meal planning and preparation is something that subtracts time out of your day. I'm a huge proponent of the crock pot! So little preparation and then you have a meal and I love that! Click here to see this product to help  
<http://redhead6.malini.hop.clickbank.net/>

Coupon Organization. Another time stealer is grocery shopping. And not only does it steal our time, but our money too! This site's product will give you tips and help you save money with your coupons.  
<http://redhead6.brublish.hop.clickbank.net/>

**Organize it all.** This site offers different tips & tricks to organize your life, which result in more time to spend on your true passions. From your home to your children, this site offers management ideas. <http://redhead6.ineedtime.hop.clickbank.net/>

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## **Announcements**

Congratulations to Vickie Hickle and Rita Vicini who were picked by random drawing to each receive 2 hours of free organizing.

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*"Joy is not in things; it is in us." - Richard Wagner*

**Happy Organizing!**

**Amy Stanley**

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