



# Information Pack

## IN YOUR PACK

**Why do you think you're in this mess?**

**Intro to Neat Freak's formula**

○ **for the office**

**The payoff**

**Template – go forth and conquer**

This free pack is brought to you in association with



## Introduction

If you have received the other packs on parenting and the home, you will be familiar with the Neat Freak FORMULA and how it translates to your environment, so bare with me if I repeat myself a bit for those who haven't started their 'Neat Freak Journey'.

My name is Isabelle de Grandpre and I am the owner of *Neat Freak*, a professional organising company. I want to help you find ways to take the stress out of day-to-day living by providing you with tidying-up and time-management tips as well as samples of my easy-to-use templates. These should help you with all the things you need to do in a day.

Whether you work at home or not, having an untidy 'work' area impedes on your efficiency and your organization. Have you ever had a situation where *you couldn't find that guarantee for that printer?* Didn't that cost you unnecessarily as a result?

This third free information pack **highlighting Neat Freak's formula for the OFFICE** is a way to get you started on your 'clean-up' journey with the compliments of *Neat Freak* and *MomsMatter* (unless you've received the free pack on PARENTING or HOME, in which case you're well on your way).

P.S. Neat Freak also has information packs for the home, parenting and relationships so if this is the first one you're receiving, be sure to let me know which ones you still need. Enjoy!

## Why do you think you're in this mess (pun intended)?

I am hardly a psychologist but I do know that it pays to think about WHY you may be in the situation you're in. If you understand it, you know how to fix it and more importantly, how to avoid it in the future.

One of the most common reasons why a person can land up living in a 'landfill' and be unable to de-clutter or tidy up, is because that would mean throwing away items that remind them of something or someone. For others it may be because affecting a change in their life (any change) makes them wholly uncomfortable so they don't even want to contemplate it.

There are also those who can't get organized because they feel guilty about getting rid of items that were given to them by a loved one.

All that being said, I do believe that most peoples' problems with clutter and untidiness are tied up in emotions. If your emotions and your outlook on life are not 'tidy', it is hard to maintain an ordered environment.

Although I am a neat person, a trait that is VERY strong in my family, my mind never stops working. This has meant that I have had to maintain order in the environment I occupy or I simply would not get things done. I also routinely reprioritise what is important to me, making it easier to let go of unwanted items so I can make space for what is important to me now.



### Which one are you?

- If I get rid of things I've been given by my loved ones, I won't think of them.
- I am not fond of changing any aspect of my life – I am perfectly happy being surrounded by chaos.
- I have been given so many items over the years and although I appreciate it, I really don't use them and don't want them in my house. But I feel so guilty.
- My cluttered environment is a symptom of my cluttered mind.

### What can you do about it?

- Recognise that the memory of, or the affection you have for a loved one, is in your heart. Why not choose one or two special items instead of surrounding yourself with memorable items?
- Feeling guilty is difficult to overcome but remember that it is your life and you need to live it the way you want to, and if that means not being surrounded by family heirlooms, then so be it!
- If you make a list of all your priorities (which you should revisit regularly), list how you will achieve these. NB: Take 'baby steps' and call on friends and family for moral support if you need it. No man is an island.

## Neat Freak's formula: Neat + Systems = time for living & loving

Being neat isn't for everyone, this I understand, but there is much to be said for clutter-control and implementing an organisational system. The *Neat Freak* philosophy is that if you are neat and you have a system for every aspect of your life, you **WILL** have time to live your life and love those around you.

Keeping frustration levels low and having more time to have fun should be motivation enough to get started. But if it isn't, here are some pointers for parenting that will help you achieve the **NEAT FREAK FORMULA**.

### Neat Freak Formula for the OFFICE

Whether you work from home or pack your lunch box and trek off to an office every day, having an untidy and disorganized working environment impacts on your productivity and possibly even your ability to earn more.

Here are some tips that make up *Neat Freak's* formula for the OFFICE.



### Desk

To achieve a tidy and organized desk that performs many functions, you will really have to stick to the 'place-for-everything-and-everything-in-its-place-rule'. This means grouping items that perform the same function such as pens with pencils, rulers with scissors and letter openers AND putting them back in their 'spot' as soon as you're finished with them. You'll be grateful you did this when you find it exactly where it is meant to be!

Dealing with the paper that accumulates on a desk is also key to remaining organised. The simplest way to do this is to have a paper tray on the desk with levels for current, to do/read, or filing. Slotting the paper into the relevant tray as soon as you receive it makes it organized and accessible.

**BUT REMEMBER** to go through these trays routinely and keep the trays to a minimum (perhaps only two), otherwise the trays become another spot for hoarding!

## Filing

I know you're sighing already but like it or not, filing takes the prize for being the most effective way of staying organised in your office. The trick is to set up a system that you stick to and that you regularly update (and this applies to the home office as well).

- It may also be useful to colour-code different projects. That way there is also a visual division between things.



### Step-by-step filing example:

Samantha has started a cleaning service. To keep track of all her expenses and account information she has decided to set up a file to include spreadsheets, travel logs, bank statements and receipts. She also needs to be able to find information per year so Samantha arranges her file as follows:

- **Income & Expenditure Spreadsheets (main divider)**
  - March 2007 – February 2008 (sub-divider)
  - March 2008 – February 2009 (sub-divider)
- **Travel Logs (main divider)**
  - 2008 (sub-divider)
  - 2009 (sub-divider)
- **Receipts**
  - March 2007 – February 2008 (sub-divider)
  - March 2008 – February 2009 (sub-divider)

- Remember to label everything, as this is essentially the only way you know what is in the file. It may even be a good idea to have a label maker.

## Finances

Managing financial records is intrinsically linked to filing. Despite the fact that so much financial management is done electronically now, it is certainly not 'paperless'.

Having good filing systems in place to deal with this paper can then be enhanced by the technology you have at your disposal.

ALSO, like a doctor without a stethoscope  
Bottom line – get your filing sorted and everything else should fall into place!

## Get going. What's the pay off?

### Intro to templates.

Are you inspired yet? Here are some quick tips to start your *Neat Freak* journey or keep the momentum going if you're on your way.

1. Choose a small space or project to start with. If you aim big you may set yourself up to fail.
2. Think about what you will need to tidy up that space or complete that project properly, and have it ready.
3. Keep sight of THE BIG PICTURE. Whether you work away from home or from a home office, you don't want clutter or disorganization to take over because your performance will be negatively impacted. You may receive poor job appraisals and earn less as a result.
4. Try and get rid of your items responsibly. Look out for recycling depots and charities that need donations. This may make it all worthwhile.
5. MOST IMPORTANT – give yourself credit for every small space you deal with. You are taking ownership of what isn't working in your life and you are changing it.
6. PAY OFF – what is this you may ask. Think about it – because you'll be more efficient, you will be getting more work done during the day and maybe you won't have so much overtime.
7. A tidy space means a tidy mind, which means more time for living and loving. Get the picture? Go on you can do it.
8. TEMPLATES. Neat Freak has designed a few templates to take the guesswork out of managing your time, activities and life in general. I hope they will be useful for you start with.

# Services available from



Consultations – ideas session (outline optional)

Assisted tidying-up (not cleaning)

Organisational templates

Guest speaking

Gift vouchers

Tidy-up & 'purging' for relocation purposes

Website with tips & resources

----- **AND NOW** -----

Organisational products

For more information : [www.neatfreak-sa.com](http://www.neatfreak-sa.com)

