



Hello,

Weather is warming up, people are wearing shorts and tank tops, and the desire to play in the garden is all around us. Saturday, May 5th is National Scrapbook Day-so let's scrapbook! The month of May is also a very full month of celebrations: Mother's Day, Graduations, Last Day of School and the start of Vacation planning. Below are some quick organizing tips to help you get some quick organizing done in this busy month of May.

Enjoy the newsletter!

Thank you,

Christie Gelsomino

[Scrapbook Designer](#)
[Professional Organizer](#)

[Personal Photo Organizer](#)

Scrapbook Designer

Saturday, May 5th is
National Scrapbook Day

Every year thousands of Scrapbooking events happen the first week of May in honor of National Scrapbook Day.

Within these scrapbooking events are thousands of scrapbookers that are creating wonderful pages to document the history of their family, preserving those precious pictures of their children



Christie Gelsomino



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Scrapbook Designer



Vision to be Organized



or remembering their vacation to Europe. Traditional scrapbooking along with digital scrapbooking are fun, creative and inspiring ways to bring life to those pictures of those great and memorable moments that we want to remember forever.

So, in honor of National Scrapbook Day, upload your photos, print your photos or digitally file them, and create a scrapbook, either traditional or digital, this week and ring life to your fondest memories!

Happy Scrapping!

Thank you,

Christie Gelsomino

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Quick Tips to Start the Organizing Process

These tips will help you stop procrastinating and get organized today! Inspire and motivate yourself with the "Quick Start" projects. Each of these should take no longer than 30 minutes. Next, try the "Keep Going" tips to really put clutter and chaos in its place!

Kitchen

Quick Start: Take everything out of the refrigerator. Toss anything expired or mysteriously fuzzy. Clean the shelves. Then replace food items, grouping similar things together. **Keep Going:** Tackle each kitchen cupboard and drawer the same way. Remove everything, clean, and toss anything not fresh or useful. Give most-used items your prime, easiest-to-reach space. Put infrequently used items up high or way in the back.

Clutter

Quick Start: Set a timer for 15 minutes. Grab a garbage bag, walk through your home, and quickly remove ten things you no longer use or love. Also, recycle newspapers older than one week and

Christie Gelsomino



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Christie is a Premier Member of the Association of Personal Photo Organizers.



Resources

magazines older than 12 months, plus expired coupons and junk mail. Dispose of the bags immediately. Keep Going: From here on out, put things in their proper places right away. Before buying something new, ask yourself if you really need it. If you decide to purchase, get rid of two similar items to make room.

Paperwork

Quick Start: With the exception of bills to be paid and truly important documents, grab all the paperwork you can find into one big pile. Plop it in a big box, seal it, and write today's date on it. If you haven't missed any of it two months from now, recycle the entire box without opening it. **Keep Going:** Set up a new, easy filing system starting with paperwork you receive from today forward. Think of broad categories of papers you receive on a frequent basis: bills to pay, people to call, medical, school, etc. Get a desktop filing box, keep it in the kitchen, and file only what you'll truly need to reference later. Be ruthless in your paper disposal. (Shred sensitive documents.) Review filebox contents weekly. Touch paperwork only once: Open mail, and immediately act on it and recycle the paper, or file it in the appropriate spot.

Kids' Stuff

Quick Start: Every evening, set a timer and have the family do the "Ten Minute Tidy-Up." Holding an empty laundry basket, each person grabs anything out of place, and returns it to its correct home. **Keep Going:** Limit clutter with the "new item in, old item out" rule. If you buy a new toy or clothing, get rid of at least one old one. Limit school art and paperwork. Save only the best, and keep them in an underbed storage box or portfolio.

Time Management

Quick Start: Set your watch ten minutes ahead. You'll have a built-in buffer for running late. **Keep Going:** Any task that can be completed in five minutes or less should be completed right away. Schedule a chunk of time each day to handle paperwork. Don't schedule



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Email

Quick Start: Move everything more than two weeks old from your email inbox to a file marked "Holding." Keep it for two months. Then, delete everything you haven't needed in that time. **Keep Going:** Treat your inbox like a real mail box. You'd never leave old mail sitting in there! Take the time to set up files where you can immediately move new emails. As emails arrive, either read and delete, file appropriately, or put in a "to do this week" file.

Garage/Attic/Basement

Quick Start: Set a timer for 30 minutes and toss/recycle dried out paint and chemicals, and anything broken, musty, or moldy. **Keep Going:** Sort the space into zones. For example, a garage might have areas for sports, tools, gardening, and recycling/garbage. Group like items in those zones. Use appropriate storage containers and label clearly.

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Happy Organizing!

Thank you,

Christie Gelsomino

Scrapbook Tip:

Purchase pre-made scrapbook kits to have page making easy and simple.

Organization Tip:

Take the next 15 minutes to shred those papers that need to be shredded. Just 15 minutes and you will see a difference in your pile of what needs to be shredded.

Thank you for reading this April newsletter. I truly hope you enjoyed it and gained valuable information from it. Also, please feel free to pass along this newsletter to others.

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FRIENDS AND LOVED ONES A
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Christie Gelsomino with
Scrapbook Designer and
Vision to be Organized
is adding a location to
her services:

Salt Lake City/Park City, Utah



Current locations include:
Los Angeles, California



and
Eastern Nebraska

**Happy Scrapbooking and
Happy Organizing!**

Christie Gelsomino

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