

Helpful Tips from:
Clutter Cleaners
We Get You Organized!

Why do you want to get organized?

- ❖ Spend too much time looking for lost items.
- ❖ Want my children to learn to be organized, learn it from me.
- ❖ Help myself from feeling overwhelmed and having anxiety.
- ❖ Feel like I am in control of my home/office.
- ❖ Stop being stressed from not having my house in order.
- ❖ Stop being the joke of my family and friends.
- ❖ Want to spend more time with my family and friends and be freed up to have fun.

Clutter will affect you according to the type of person you are, where you keep it, and how much and for how long you have it. Some symptoms to watch for are:

- Makes you feel tired and lethargic
- Keeps you in the past
- Affects your body weight
- Confuses you
- Affects the way people treat you
- Makes you procrastinate
- Causes disharmony
- Makes you feel ashamed
- Puts your life on hold
- Depresses you
- Creates excess baggage



Which symptoms do you have?

Do you have too much stuff in your life (home, office or even car)?

Can you close your closet doors, and have clothes you have not worn in ages?

Is your house full of stuff you bought or were given and have not used them in a long time or never?

Do you have piles of magazines or stacks of papers to go through?

You know where you live, do you know where your stuff lives???

Like things together, if I were a ... I belong with the other

80% of what you have you will never touch again, what is your 20%

STOP

Leaving things out
Trying to remember everything
Stop writing on scrap paper/sticky notes
Trying to do everything in one day
Stop saying I can't (whatever that is)

START

Putting things away when you are finished.
Make a list of tasks, put things on your calendar
Write things in one place (agenda/organizer, etc.)
Make a list of what you want to do today
Do what you can do.

Set Priorities

Go through your home, office what are your irritants?
Which is most important?

Break your project down into smaller projects

Action Required
To File
To Pass on/Mail

To Read
Personal Mementos
Trash

Set Deadlines

Reward yourselves

Stop the magazines/catalogs/newspapers (see letter at end of outline)

Mail Preference Service
Attn: Preference Service Manager
Direct Marketing Association
1120 Avenue of the Americas
New York, NY 10036-6700

www.catalogchoice.org

Stop the pre-approved credit cards

1-888-567-86881-888-5 OPT OUT www.optoutprescreen.com

OptOutPrescreen.com is the official Consumer Credit Reporting Industry website to accept and process requests from consumers to Opt-In or Opt-Out of firm offers of credit or insurance. Call this number and follow the prompts, you will receive a copy in the mail to verify your request. You can also write to have your name removed, make sure to include your full name, current address, social security number and telephone number. These "prescreened" offers of credit are based on information in your credit report indicating that you meet certain criteria.

When you get them in the mail tear off the bottom half they want you to fill out, take a black marker and cross through where they want you to put your social security number. Do not mark through where they have printed your information or the barcode. Across where they want you to fill out mark "Please remove from mailing list". Fold it in half and put it in the prepaid envelope that they provide for you. If they have listed a fax number you can also fax it to them instead of mailing it.

Remove your number from telephone solicitors

www.donotcall.gov or 888-382-1222

The Federal Trade Commission is in charge of "National Do Not Call Registry". You can register your home and or cell number. You should stop being bothered by telemarketers within a month. Political organizations, telephone surveys and charities are exempt. Also, if you have done business with a company in the past up to 18 months they can still call you. If you register on line less information is needed.

It is illegal for *most* telemarketers to call a number listed on the national "Do Not Call" registry. If you want to file a telemarketing complaint, contact the Federal Trade Commission (FTC) at www.ftc.gov or 877-382-4357.

Check your credit every 6 months.

You need to check your credit at least twice a year to prevent identity fraud. Keep a list of all your credit cards and the **800 numbers** listed on them to call if you lose them, this will make your life less stressful in the time of crisis. File a police report as soon as you find out there is a problem. This will prove to credit providers you were diligent and concerned. This is a first step that is important. For your free credit report go to: www.annualcreditreport.com

Whenever you apply for a charge account, personal loan or a job, you have a credit report. The credit report has information as to where you work, live, and your bill paying history. If you ever filed bankruptcy, had a judgement, tax lien filed against you, this will be listed on the report. The “cleaner” your credit record, is the lower your credit risk. You can get lower percentage rates on loans, credit cards etc

Equifax
P.O. Box 105873
Atlanta, GA 30348
800-685-1111
www.equifax.com

Experian
P.O. Box 2104
Allen, TX 75013-2104
888-397-3742
www.experian.com

Trans Union Corp.
P.O. Box 1000
Chester, PA 19022
800-888-4213
www.tuc.com

Each one of these agencies have there own way to compile this information and one may have more information than another, so it is good to request all three.

Don't carry your Social Security card with you. If you need to call the Social Security Administration fraud line the number is **800-269-0271**. For more information on identity theft call **877-ID Theft**.

Protect your Medical Identity

According to the World Privacy Forum of 250,000 have their medical identity stolen. They recommend that you closely review all “explanation of benefits” letters from your health insurer. Annually request a list of benefits paid by your insurer in your name (sometimes thieves will alter the billing information). Check your medical file every time you visit the doctor. It is important that you look for a service is “HIPAA covered” rather than “HIPAA compliant” when it comes to retaining your confidentiality in there privacy statements. For more information go to www.worldprivacyforum.org

How long do I keep paperwork?

Most companies keep records as long as the employee is hired, plus the years required by state and federal agencies.

Two years

Applications/Resumes
Job Advertisements
Job Descriptions
Promotions/Demotions
Training/Merit Reviews
Layoff/Terminations
Wage Records
California Family Rights Acts
(including pregnancy leave)

Three Years

I-9 Employment Verifications
Family/Medical Leave

Four Years

Payroll Records
W-4's
Unemployment Insurance

Five Years

Safety/Accident Reports
OSHA Log 300
Closed W/C claim files

Six Years

Pension/Welfare Information

The list below will give you some guidelines to follow. You may want to double check with your accountant to be sure, especially if you specialized in an area of business. For those who have employees, there are seven state and federal agencies with different requirements.

Accounts Payable	7 years	Bank Reconciliations	2 years
Accounts Receivable	7 years	Banks Statements	3 years
Audit Reports	Permanently	Capital Stock/Bond Records	Permanently

Checks (cancelled for important payments)	Permanently	Insurance Records (Current accident reports, claims and policies)	Permanently
Contracts, Mortgages, Notes Leases (if expired)	7 years	Invoices (to customers, from vendor)	7 years
Correspondence (general)	2 years	Payroll Records	7 years
Correspondence (legal and important matters only)	Permanently	Retirement/Pension Records	Permanently
Deed, Bill of Sale	Permanently	Sales Commission Reports	3 years
Depreciation Schedule	Permanently	Sales Records	7 years
Entertainment Records	7 years	Tax Records	6 years
Financial Statements	Permanently	Time Books/Cards	7 years
Home Improvements	7 years	Withholding Tax Statements	7 years
Insurance Policies (expired)	3 years	Will/Trust	Permanently

What about all my clothes?

A general rule of thumb on clothes is, if you haven't worn it in a year you don't need it. Seasonal items are the exception. Now that you have spent lots of money on clothes and you can't fit into them for various reasons, you want to know what to do with them. Most women have three different sections in their closets. Then there are the out of style, will never be seen in again. What do I do with the clothes I want to give away? Let me introduce the "blessing box". Then there are those clothes we just are not ready to part with yet.

Fat section/thin section/what I wear now section

Out of style

Would never be seen in again

"Blessing Box"/tax deduction

Box for a year, not touch, get rid of

When you put your clothes away in the closets, hang them by category (blouses, shirts, pants, shorts, pant suits, etc.) and by color. You can tell if you really need something or not. Also, when you get your clothes back from the dry cleaner, take the plastic off. Your clothes need to breathe and get the smell of chemicals out of them before you wear them. Put your shoes together and by color.

Get rid of the clothes that were on "sale" where you saved money on, but you have never worn them. The gifts at you will never wear. The clothes that you are going to "get tailored" so that they will fit right.

Keep the clothes that make you feel great and represent the self image you want to portray

What about all my medicines?

Most people have some type of prescribed medicine or at least some type of over the counter medicine. What if there was an emergency, would you have complete knowledge of what each one of your family members is on? What about allergies? What if you aren't there, would the rest of your family know what each other's medication is and how much they should be taking?

The date of expiration has come and gone. You want to know "now what". How do I get rid of these? Medicines are considered hazardous waste.

Make a list of all current medicines, by family members. Keep a list of medicines and doctors numbers in your luggage. (see page in back of outline).

When you travel don't take your full prescriptions, take only what you need, plus a couple of extra days. Ask your pharmacy for extra bottles and labels so you can travel with them. You can also use the small snack bags to put your

medicine in (as long as you label each bag) and take the medicine in the original container. **Don't** take your medicine in the plastic bags when you travel.

If you travel to the same place often, consider leaving behind a couple of days worth of medicine incase something happens to what you have in your luggage. Also, consider leaving a copy of your prescriptions list.

You can also add this list to your "Vial of Life" if you have one. (This is something you usually get from the fire department.

What about make up?

Ok, ladies time to clean out those drawers of make up you have. You know you have some that you don't wear, the wrong color, shade, and didn't like the way it looked once you got it home.

What to do with it...

Currently using (what is in your make up bag)	Out of style/wrong color
If you haven't worn it in a year toss out	Bacteria

You want to check your entire make up stash. If it smells funny, changed color or has separated, toss it out. If it makes you break out, or doesn't feel right, toss it out.

How much do I need?

Foundation – two shades, one that matches you skin now and one when paler or suntan

Lipstick – keep the shades you wear, not the ones that you bought to match an outfit you don't wear

Eye shadow – three shades: base, medium tone and a dark

Blush – two shades: try to match your "flushed" color, and one a bit brighter - to make a "splash".

Make up time line

Powder/Blush	2 years
Lipstick, foundation, moisturizer	1 – 1½ year
Concealer, eye shadow, lip/eye pencil, eye cream	1 year
Mascara	3 to 6 months

Where to Donate

Check out Working Wardrobes their website at www.workingwardrobes.org/ for more information.

There is also *Women Helping Women* in Orange County at 949-631-2333. They are located at 711 W 17th St., Costa Mesa. You can reach them through www.whw.org.

These both help women who are needy and abused and are making the transition to economic self-reliance. *They both* need used or new and in good condition professional clothing and accessories including shoes, purses, jewelry, scarves, briefcases, etc.

All size are needed and welcomed. They will also take make-up!

You can also send business clothes to Dress for Success dressforsuccess.org. They outfit low-income women for job interviews, donate skirts, suits, blouses, and shoes.

I would try close to home first, your church, synagogue, homeless/youth shelter, drug/alcohol recovery home or hospice shelter and other types of shelters. Then try the Assistance League, Goodwill, Salvation Army, children hospitals. Most of these places will pick up from your home/office.

Try clothing consignment stores for your high value items.

There are also furniture consignment stores. Used bookstores for books of all kinds, sometimes they will give you store credit.

Cell Phone/Accessories/Batteries/Chargers

Call to Protect

c/o Brightpoint Inc
501 Air Tech Parkway, Doors 23/24
Plain Field, IN 46168
www.donateaphone.com

The Wireless Foundation
1250 Connecticut Ave., NW Suite 800
Washington DC, 20036
202-785-0018 Fax 202-467-5532
www.wirelessfoundation.org

You can also take to your cell phone retail store.

Send old cell phones and your phones will be refurbished, programmed to dial 911 and/or a local women's shelter, and distributed free of charge by police departments and shelters to victims of domestic violence.

Animal Shelters are another great place to donate.

OC Animal Care Center, Orange	714-935-6848
OC Humane Society, Huntington Beach	714-536-8480
Newport Beach Animal Shelter	949-722-8301
SPCA-LA, Long Beach	562-570-SPCA
Seal Beach Animal Care Center	562-430-4993
Buena Park/La Habra Animal Control	562-905-9771
Laguna Beach Animal Shelter	949-497-3552
Irvine Animal Care Center	949-724-7740
Mission Viejo Animal Services Center	949-470-3045
San Clement-Dana Point Animal Services	949-492-1617

Always call first to make sure they need what you are bringing. Here is a list of items they might need.

Pet food (puppy/kitten, canned/dried)	Kitten Nursing formula	Bottle feeders for kittens
Gentle Leader Head collars	Laundry Detergent	Cat Litter
Litter Boxes	Collars	Mops/Brooms
Towels	Blankets	Pet Shampoo
Dog/Cat Treats	Heating Pads	Portable Heaters
Flea Medication	Trash Bags	Cleaning Supplies
Office Supplies	Anything useable for a Silent Auction	

Eyeglasses/Lens/Frames/Cases

1st try your own eye doctor and see if they will take your old items. I believe the Lions Club also takes donations, so does Lens Crafters.

Senior/Disabled Medical Items

For your used medical items like canes, crutches, hospital beds, orthopedic shoes, walkers, wheel chairs, power lift chairs, electric wheel chairs, hospital beds, electric scooters call Accurate Healthcare Supplies 888-677-4111 or 714-378-1022.

Small Appliances/Electronic Items

For your small electronics and small appliances including computers and monitors, call Orange Coast Computer & Recycling at 714-962-4884 or visit there website at www.occnr.com

Hazardous Waste

Make sure that your hazardous waste is disposed the correct way. Leave in original containers, unless leaking. Do not mix. No more than 15 gallons or 125lbs at a time.

Sometimes twice a year they have a community day where you can take it to one location.

The following locations are open Tuesday – Saturday 9:00 – 1:00 and are free. Closed when raining, and on major holidays. Proof of residency may be required. Hazardous waste is **NOT** accepted from businesses, schools, government agencies, churches and non-profit organizations.

What is hazardous waste and what can I get rid of?

Oil/latex paint and products
(Dried out empty paint cans with lids removed may be thrown out with regular trash)
Automotive products (batteries/motor oil/oil filters/antifreeze/etc.)
Auto/furniture polish
Fluorescent Tube
Household cleaners
Wood preservatives
Pesticides/herbicides
Hobby/pool/spa supplies
Propane barbeque cylinders
Unused road flares
Smoke detectors
Household batteries (alkaline, nickel-cadmium, mercury (button))
Mercury
Medicines
Cosmetics
Cathode ray tubes (television/ computer monitors)

For more information call 714-834-6752 or go to www.oclandfills.com

Anaheim Regional Collection Center

1071 N. Blue Gum Street (La Palma/Blue Gum)

Huntington Beach Regional Collection Center

17121 Nichols Street (Warner/Slater/Beach/Gothard)

Irvine Regional Collection Center

6411 Oak Canyon (Sand Canyon/Oak Canyon)

San Juan Capistrano Regional Collection Center

Prima Deshecha Landfill (Ortega Hwy/La Pata Ave.)

I have things I want to pass on, but not yet, how can I handle this?

Once you decide you want to pass on some of your treasures to family and friends, how do you do it in the most political way? Ask them what they want. You can get small colored dots and give each person a color, have them put a dot on everything they want. You will probably have someone run out of dots and you will have someone with plenty left.

So the dots are done and you notice there are multiple dots on different items. What do you do? Get a coin and flip it. You won't have the "you love me more" whiners. You didn't make the choice the coin did.

Once you see what has been doted and what hasn't you can now decide what you want to keep and what to donate. You decide when you pass the items on. Just because they dot it doesn't mean they get it right away, you make that decision.

This will help you downsize when the time is right. You maybe holding on to things that you think someone in your family wants and this is how you will know.

It is also a good time to start to thin out what you have been storing for other family members that they want, or you think they want go thru the attic, the storage areas and closets and pass those things on.

Tax Donation Information

As you clean out your closet or reorganize your household, be sure to keep track of the items you give to charity. It's your job, not the charity's, to report the value of the donation to the Internal Revenue Service.

You can also purchased a program called "It's Deductible" and you can visit the website for more information www.itsdeductible.com.

Many people still prefer to use pen and paper, jotting down the item and its worth as they are pulling it from the closet or dresser drawer.

You can take a picture of your donations and attach it to the donation sheets. You don't have to take individual pictures, you can group like things and take photos, or if you have a "pile" then take pictures, things in higher value, you might want individual photos or put a few things in each picture.

You don't have to send in your list of donated items with your return. Simply keep the information with your personal tax records and put the total contribution amount on line 16 of your Schedule A.

If you make a single non-cash gift worth between \$250 and \$500, you also need to get for your records a written acknowledgment of your gift from the qualified charitable organization.

And if the total of all your contributed property comes to more than \$500, you do have to file [IRS Form 8283](https://www.irs.gov/efile) with your tax return.

Several computer software programs are available to help you figure the tax value of your good will. To determine the value of the items you have donated, you can go to www.funwithtaxes.com/ValuationTable.htm it is a pretty basic outline that certainly will help you determine the value your items. Below is a print out from www.funwithtaxes.com

LADIES' CLOTHING	low range	high range
blouse	2.50	12.00
bathrobes	2.50	12.00
boots	2.00	5.00
bras	1.00	3.00
bathing suits	4.00	12.00
coats	10.00	40.00
dresses	4.00	19.00
evening dresses	10.00	60.00
fur hats	7.00	15.00
fur coats	25.00	400.00
foundation garments	3.00	8.00
handbags	2.00	20.00
hats	1.00	8.00
jackets	4.00	12.00
nightgowns	4.00	12.00
pant suits	6.50	25.00
socks	0.40	1.25
suits	6.00	25.00
shoes	2.00	25.00
skirts	3.00	8.00
sweaters	3.00	15.00
slips	1.00	6.00
slacks	3.50	12.00

MEN'S CLOTHING	low range	high range
jackets	7.50	25.00
over coats	15.00	60.00
pajamas	2.00	8.00
pants - shorts	3.50	10.00
raincoats	5.00	20.00
suits	15.00	60.00
slacks	5.00	12.00
shirts	2.50	12.00
sweaters	2.50	12.00
shoes	3.50	25.00
swim trunks	2.50	8.00
tuxedo	10.00	60.00
under-shirts	1.00	3.00
under-shorts	1.00	3.00
belts - ties	3.00	8.00
CHILDREN'S CLOTHING	low range	high range
blouses	2.00	8.00
boots	3.00	20.00
coats	4.50	20.00
dresses	3.50	12.00
jackets	3.00	25.00
jeans	3.50	12.00
pants	2.50	12.00
snowsuits	4.00	19.00
shoes	2.50	8.75
skirts	1.50	6.00
sweaters	2.50	8.00
slacks	2.00	8.00
shirts	2.00	6.00
socks	0.50	1.50
underwear	1.00	3.50
DRY GOODS	low range	high range
blankets	2.50	8.00
bedspreads	3.00	24.00
chair covers	15.00	35.00
curtains	1.50	12.00
drapes	6.50	40.00
pillows	2.00	8.00
sheets	2.00	8.00
throw rugs	1.50	12.00
towels	0.50	4.00
FURNITURE	low range	high range
air conditioner	20.00	90.00
bar	30.00	75.00
bar stools	10.00	20.00
bed (double) complete	50.00	170.00
bed (single) complete	35.00	100.00
bicycles	15.00	65.00
chest	25.00	95.00
clothes closet	15.00	50.00
china cabinet	85.00	300.00
convertible sofa (w/ mattress)	85.00	300.00
crib (w/ mattress)	25.00	100.00
carriage	5.00	100.00
chair (upholstered)	25.00	75.00
coffee table	15.00	65.00

dresser w/ mirror	20.00	100.00
desk	25.00	140.00
dryer	45.00	90.00
electric stove (working)	75.00	150.00
end tables (2)	10.00	50.00
figurines (lg.)	50.00	100.00
fireplace set	30.00	90.00
floor lamps	7.50	40.00
folding beds	20.00	60.00
gas stoves	50.00	125.00
heaters	7.50	22.00
high chair	10.00	50.00
hi riser	35.00	75.00
kitchen table	25.00	60.00
kitchen cabinets	25.00	75.00
kitchen chair	2.50	10.00
mattress (double)	35.00	75.00
mattress (single)	15.00	35.00
organ console	75.00	200.00
piano	75.00	200.00
pictures and paintings	5.00	200.00
ping pong tables	15.00	40.00
play-pens	15.00	30.00
pool tables	20.00	75.00
record player (stereo)	30.00	90.00
record player (components)	30.00	200.00
rugs	20.00	90.00
refrigerator (working)	75.00	250.00
radio	7.50	50.00
secretary	50.00	140.00
sofa	35.00	200.00
TV b/w (working)	25.00	60.00
TV color (working)	75.00	225.00
trunk	5.00	70.00
wardrobe	20.00	100.00
washer (working)	50.00	150.00
waterbed (frame)	15.00	40.00
waterbed headboard	30.00	90.00
waterbed (complete)	150.00	325.00

SPORTING GOODS	low range	high range
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bicycles	15.00	65.00
fishing rods	5.00	25.00
ice / roller skates	10.00	40.00
skis	15.00	100.00
sleds	5.00	20.00
tennis rackets	5.00	40.00
toboggans	15.00	90.00

MISCELLANEOUS	low range	high range
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adding machines	20.00	75.00
Christmas trees	15.00	50.00
broiler ovens	15.00	25.00
copier	100.00	200.00
home computer	150.00	500.00
mimeograph machine	100.00	200.00
mixer	5.00	20.00
mannequins	25.00	200.00
mower (riding)	100.00	250.00
mower (auto)	10.00	100.00

power edger	5.00	25.00
roto-tiller	25.00	90.00
sewing machine	15.00	75.00
snow blower	50.00	150.00
telephone answering machine	25.00	75.00
typewriter	7.50	35.00
vacuum cleaner (working)	20.00	60.00
wigs	5.00	25.00

Self Examination: Am I a Packrat/Hoarder?

After reviewing these questions, you might want to do some soul searching. You might need some additional help.

Do I have more than one organizing book that I have read and can't apply to my life?

Have I had someone come in and help me, to get organized/uncluttered only to find my self in a worse position?

Are there safety issues in my house that can't be addressed because of the abundance of treasures I have?

Would I be putting myself or someone else in harms way in case of an emergency, example, Fireman, paramedic, or a care giver?

Are you afraid to let people in your house ?

Have you lost items in among your treasures, example, keys, money, important papers, jewelry, etc.?

Are you able to sleep in your bed without it being covered with items?

Is your home a health hazard to your or others, do you have rotting food, rodents, rats, animal or human feces?

If necessary could you climb out of all of your windows and doors, or are they blocked?

Do you have fear that the "government" will take you away because of the way you live?

Do you keep buying things because they get lost in the house?

Do you keep buying things for others, but they never receive them?

Do you keep buying things, for the "just in case I might needed them someday"

John Doe
1234 Main Street
Anywhere, CA 00000

March 24, 2013

Mail Preference Service
Attn: Preference Service Manager
Direct Marketing Association
1120 Avenue of the Americas
New York, NY 10036-6700

To Whom It May Concern:

Please remove the following names from all mailing lists, catalogs, magazines, pre-approved credit cards, etc. Including Ms., Mrs., Miss., Mr.

John Doe
J. Doe
Jon Doe
J.J. Doe
Jane Doe
Jannie Doe
1234 Main Street
Anywhere, CA 92646

Thank you in advance for your help in this matter.

Sincerely,
John Doe

John Doe