

Houston Business Journal - September 23, 2002

<http://www.bizjournals.com/houston/stories/2002/09/23/focus10.html>

HOUSTON BUSINESS JOURNAL

IN DEPTH: RESIDENTIAL REAL ESTATE

Business Pulse Survey: Should undergraduate student athletes go pro early? [Click here to vote](#)

From the September 20, 2002 print edition

Organizers share their expertise with homeowners on the move

Tips to help a person get ready to for a move to a new residence — or just to deal with clutter at home — are offered by members of the Houston Professional [Organizers](http://www.houstonprofessionalorganizers.com/) (<http://www.houstonprofessionalorganizers.com/>), compiled by Holly Uverity, principal of Office Organizers and authorized consultant for Kiplinger's Taming the Paper Tiger software.

Moving and home staging

- Take care of the kids. Arrange for child or pet care during packing and moving days. —Pat Rabon, A to Y Organizing
- Group storage items. As items in a home are inventoried in preparation for a move, place stickers on items designated for storage, with the number corresponding to the home inventory. Group items together in one room that are designated for storage. If possible, empty a closet and place all the items for storage in the closet to keep them grouped together. —Ellen R. Delap, Professional Organizer
- Use color. When using a color scheme for each room in the new house, attach a colored square to the side of each box rather than the top. Additionally, every piece of furniture, from bed frames to cushions, should have a colored square to designate the new room. Otherwise it's easy to mix up parts of a bed, for example. Outside each room, attach another large colored square with the furniture layout drawn on it so that the movers know exactly where to place each piece of furniture. —Denise Landers, Key Organization Systems
- Pack survival boxes. Create a Kitchen Survival Box, and label it so it is unpacked first. Include paper plates, cups, paper towels, utensils, dish soap, salt, pepper, sugar, coffee and creamer, scissors, first aid kit, can opener, flashlight, screwdriver, hammer, nails, broom, dustpan, and food for pets, as well as their food and water dishes. Create a Bedroom Survival Box with sheets, pillows, towels, shampoo, soap, lotion, shower curtain and medications for all family members. Also include several lamps, a telephone and new area phone book. —Sandra Walker, My Time is Yours

- Unpack shelves first. If moving a china cabinet or hutch with glass shelves, clearly label the box the shelves are packed in. This eliminates unpacking the china before the shelves are in place. –Marla Regan, Organized Time
- Allow room. When organizing the pantry, cupboards or closets in preparation of showing a house, try to leave about 20 percent "wiggle room." An area that is too full or has no wiggle room tells the buyer the current owner has trouble fitting everything in the space available, and implies the buyer will also have this problem. –Linda Durham, Organizing Matters
- Purge, purge, then purge again. The best time to start shedding dead weight and getting rid of things that haven't been used in a long time is before spending valuable time packing it and paying to have it moved. –Julie Hibbs, Squared Away

An uncluttered home

- Reward children. Instead of keeping trophies and awards, take a picture of them and save the pictures in a scrapbook along with cards and certificates. Give the trophies to children as rewards. –Pat Rabon, A to Y Organizing
- Clear clutter daily. Establish a 15-minute period each day just to go through the home with a laundry basket gathering what is out of place. First go room by room and gather and then go room by room and return each item to its appropriate spot. –Ellen R. Delap, professional organizer
- Work with spouse. To deal with the mail, schoolwork and other papers that need to pass between spouses, write one spouse's name on one side of an index card and the other's name on the other side. Place the card with the first person's name up on the stack of papers he needs to go through, along with sticky notes indicating the action required ("FYI," "Sign," "Do you want blue or green?"). When the first person is finished processing the stack, he places the card on the top with the other's name up as an indication he's looked through everything. –Kate Rhoad, Kate Rhoad - Consultant
- Duplicate office supplies. When setting up a home office, give the family a duplicate set of tape, scissors, markers, pens and pencils, etc. Keep them in the kitchen where they can easily get to them and they won't steal the ones in the home office. –Holly Uverity, Office Organizers
- Box the donations. Keep a household donation box in a designated place in the home or garage. This allows for continuous decluttering by giving family members a place to deposit items they no longer want or need. Have a regularly scheduled day when the contents of the box are taken to, or picked up by, the family's charity of choice. –Beth Sinclair, Organization Inc.
- Use what you like. When a person selects storage and organizing products for the home, he should choose those that are not only functional, but fit with his personal style and décor. He will be more likely

to use it if it is something that really appeals to him. –Kevin White, Organization Inc.

- Organize, then containerize. Organize before buying containers to avoid ending up with the wrong containers. –Maecella Jackson, Organizers Unlimiting
- Make sure it fits. Not all built-in storage is created equal. If planning on creating a (paper)work station in the kitchen, make sure that the available drawers are large enough to hold file folders. –Rachel Claret of Lake Charles, La., Organizen'

HPO members, most of whom are members of the National Association of Professional Organizers, include residential organizers, who assist with closet organization and design, estate management and bathroom and kitchen organization, and business organizers, who work in areas including offices, home offices, filing systems and paper and project management.

© 2002 American City Business Journals Inc.  [Add RSS Headlines](#)

Post a Job Locally

[Single Job Posting for \\$280](#)

Create your job ad in as little as a few minutes and it will appear on the local business journal website for 60-days. Candidate resumes are filtered by position requirements and delivered directly to your email inbox. [Get Started Today!](#)

» [Special Offer:](#) 3 job posts and resume search - \$600

Today's Featured Jobs powered by [bizjournalsHire](#)

- [Financial Consultant - RBC Dain Rauscher](#)
- [Zig Ziglar Sales & Training Professional - Ziglar Performance Group](#)
- [Senior Gas Market Consultant - ICF Consulting](#)
- [Financial Services Manager - HHS](#)
- [Accounting Assistant - Raymond Walls](#)

[More Local Jobs](#)

➔ [Post Jobs](#) | ➔ [Post Your Resume](#) | ➔ [Search Jobs](#)

All contents of this site © American City Business Journals Inc. All rights reserved.