

Just In Time

Fall 2007



The children are at school, after school activities have started and the seasons are changing. Are you feeling in control. Fall is a great season, we can still enjoy the nice weather and the cool evenings. So don't get too stressed about the summer being gone. It is also a new year in a lot of our minds as we think how to clean up, make changes and help things run

smoother in our lives. The number one thing we all feel we do not have enough of is time. Well, we all have 24 hours a day, 7 days a week. We can help you organize your home, make it functional and keep everyone on schedule. This will take changes and commitment, but it is much easier than you think.

Call me Today about
Time Management
101



Pauline Hoffman
519-227-2241

Inside this issue:

Can you park your car in your garage?

Organizing for the Fall.

Redesign

Holiday Decorating!

"My husband hired Pauline as a "gift" to me, stating that I was very disorganized. At first, I was hurt by his suggestion (afterall, who wants to be classified as "disorganized"). I decided to allow Pauline into my office to see what she and her team could do. I am thrilled with the results. My office has never been more organized which allows me to focus on my business. Pauline's services re-energized me at a time when I needed it the most. Thank you Pauline (and Bonnie). I am forever indebted to you and I can't wait to have you back to "organize" my basement."

Special points of interest:

- Time Management 101
- Organizing for the Fall
- Gift Wrapping Woes!
- Holiday Decorating Made Easy!
- Redesigning

Can you park your car in the garage when the snow starts to fly?

Ten Tips to Organizing Your Garage

1. Purge what you don't need, give away
2. Sort and put away what does not belong in the garage
3. Categorize; make sections for sports, tools, outdoor tools, etc.
4. Build shelving above for extra bulk storage.
5. Put large hooks on walls or use the new free standing units for sports equipment, cords, shovels, rakes etc.
6. Make sure everything has a home off the floor
7. Use large plastic bins for balls and outdoor toys
8. Install shelves and cupboards for small items.
9. Label where things belong, so everyone puts them back in the proper place.
10. Keep it clean and tidy, don't set it down, put it away!

Garages need to be clean,



functional and organized!

Gift Wrapping Woes!!

Do you get stressed about gift wrapping?

Do you leave it until the last minute?

Ask about our gift wrapping service?



Organizing for the Fall

1. Remember let children be children. A busy schedule for you and the children can cause a lot of unnecessary anxiety. When signing up for sports and clubs make sure you are not over extending you or your child.
2. Make child care arrangements for after school, PA days and school holidays.
3. Take time to go through fall clothes to see what needs to be purged, and what new clothes are needed.
4. Make sure children get the sleep they need, as well as, yourself. Everyone is happier after a good night sleep.
5. Set up a schedule for morning and evening routines.
6. Set up an area to keep backpacks and papers going in and out to the school. A file for each child on a wall organizer is an excellent way to do this.
7. Remind everyone of the weekday routine, as it is different from summer holidays.
8. Set up a binder for papers coming home from school and other activities.
9. A large wall calendar is a great way to organize everyone's time. Use a colour for each person and a separate colour for family events. This way everyone knows where everyone is. Great communication tool. Also have a white board beside it for messages.
10. Enjoy life and don't get caught overscheduled.

"We organize and beautify your home so you can spend more time doing what you love!"

Mark Your Calendars: October 4th at 7 pm
Ausable Community Centre, Main Street, Lucan

Your Home, Your Money, Your Space!
Free Fall Seminar presented to you by:
Susan Cassan, Realtor™

Mary Keetch, Financial Advisor
Bonnie Parkinson, Professional Organizer, Redesigner and Stager
Pauline Hoffman, Professional Organizer and Speaker

Redesign for the season, room by room.

R Repurpose; How can we repurpose our belongings? Think of a different use for your ottoman, side table, punch bowl or maybe even your arm chair. Some things will always be what they are; however there is no saying that arm chair can't be used in your master bedroom or even as a sitting area in your dining room.

E Everyday; Each day before dinner, before putting your feet up or maybe just before you call it a night; take five minutes to tidy up one area within your home. Maybe it's the coffee table, the island or the kitchen counter. You will find it's more relaxing knowing that area is tidy to start the next day.

D Decide; How do you want your room to function? Are you looking for a change within your living space?

Think of how this particular room could be used in a different way? Can the family room and living room be interchanged? Can the dining room be reused as a family office space?

E Enjoy; keep the things you love around you. Do you and your family play games frequently, make a space for them for you to enjoy? Do you find yourself being drawn to a certain corner to read? Make it even more enjoyable by adding a few special accessories or framed pictures to adorn the wall.

S Share; Maybe you are growing tired of that piece of artwork hanging above your bed, but maybe it would be great with the colours and feel you have in your living room. Share your pieces throughout your home. You may have bought it for a specific area in mind, but perhaps it would work nicely in a new space.

I Inspire: We all have ideas of the things we like. Just pick up a decorating magazine and you'll soon be drawn to a certain look. Maybe it's the colours that are used or the particular style or furniture. Make yourself a file with ideas, and try them out to see how they feel.

G Gather up; Make a point of removing the items that don't belong in each particular room, find their home; maybe it's the kids' backpacks on the living room floor, a toothbrush on the kitchen counter, and newspapers in the bathroom. If you tend to use a particular item in a certain spot, maybe it's time it got a new home.

N New; without buying anything new, you can have a "new" looking room within a few days. Mix it up, play around and have some fun with your space.

Everyone is entitled to a comfortable and beautiful home.
Get the most out of what you have!

Holiday Decorating!

Do you love to have your home in a festive mood
for the holidays?

Do you frantically find a few hours on a Saturday
to get the lights and tree up
and get the decorating done?

Are you dreading pulling out all those boxes
because they are in disarray from last year?

Did you say YES to any of these questions?

Call Bonnie and Pauline
- take one more chore off your plate!

We will decorate your home for the holidays!

\$275 plus GST

This includes; 2 skilled people for 3 hours and
lots of creativity and organizing tips!

FINISHED product - PRICELESS - holiday decorating DONE!

Call Today to Book your Time!

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▶ We organize and beautify your home so you can spend more time doing what you love!

"I would like to thank you for organizing my office. As you know my husband and I have a refrigeration business as well as a fast growing Tupperware business. With both businesses running successfully we are often faced with a mound of paperwork, usually both companies are thrown together. This was leading to a whole new set of problems. It was becoming impossible to pay bills on time, pack orders, contact customers and even do a bank deposit. We would both like to thank you, as it is much easier and definitely more efficient to have the office organized and both businesses separated and running smoothly. I was truly amazed at how little time it really did take to organize and maintain the new system. Again thank you for a 'Just In Time Solution' to our once unorganized mess."

www.justintimesolutions.com

Come join Pauline and Bonnie for a night of organizing and design tips!
See the new holiday line up from
Signature Homestyles.

Learn tips to decorate and stay organized during the Holiday Season!

Shop for Holiday Gifts and Decorations

Please come out on Friday, November 1st
from 7:00-9:30pm
and enjoy and night of information and fun!

Hosted at Pauline Hoffman's home at
106 Marlene Street in Lucan