



Photo by David Schreiber

Beverly Rogers, owner of Organizing to be Effective, helps get clients organized at work, home and school with one-on-one consultations or group seminars.

Organizing tips

Time management: Learn to estimate how long a task will take. Double your estimate at first. You'll become more accurate with practice.

Paper management: Sort a stack of paper long overdue to be sorted by turning it upside down. Starting from the bottom, and decide to toss, handle, pass along, or file each paper.

Decision making: Make decisions about papers as they cross your desk. Clutter is nothing more than a physical manifestation of indecision.

Reducing clutter: Let go of clutter excuses like, "I can't stand to see it go to waste." If you don't use it, it's still going to waste — and in your way.

Housecleaning: Put things away as soon as you're done to avoid double work.

Helping kids organize: Mount wall file folders to the wall or the side of a cabinet for children's school papers. Label the pockets "homework," or "for parents' signature." This keeps papers in good order and off the kitchen table.

Source: OnlineOrganizing.com

ORGANIZATION: HOW TO PUT YOUR FINGER ON IT

*Professional
organizers can help
save time, money and
stress this fall*

BY JULIE EVANS
C & G STAFF WRITER

Professional organizer Beverly Rogers often says she meets her clients when they're at the point of chaos.

"I had one lady who had so many boxes in her apartment she barely had room to move around anymore," said Rogers, owner of Organizing to be Effective, of Roseville. "When you don't have

an effective system of organization, it gets to a point you can no longer take it."

Balancing work, school, home life, and activities can leave even the organizationally inclined overwhelmed, but Rogers says a professional organizer can help.

"Some people think being organized means being neat," said Rogers. "That's not it. You can dump everything in a drawer and it looks neat, but it's not organized. Organization helps you accomplish your goals."

Rogers has been working in the organizational business since 1992, when she started part-time work in the field. When she lost

her full-time job in the automotive field, she started Organizing to be Effective.

Rogers specializes in three different areas — helping professionals get organized in the workplace, people getting organized in their homes, and students mastering academic organization.

Whether the task is physical reorganization of space, or helping clients develop new habits, Rogers does it all.

Doris Harris, an administrative assistant at the University of Michigan's business school, was referred to Rogers for assistance in compiling a training manual.

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