

Chaotic Times

Organised Chaos Newsletter

"Helping you to
clear clutter and
feel -

Better!"

Issue Nine - November 2009
'Studying for Success'

Dear Friends of Organised Chaos

Firstly a thank you to those of you who have been getting in touch with feedback on recent issues. Some of you have questions, others are contacting me with their own de-cluttering tips, which is brilliant.

After the last issue 'Do I Need a Skip', Paul got in touch to tell me about 'Hippobags'. Basically, there are two sizes of bag - 1 tonne and 1.5 tonne. Buy the bag from B&Q at £8.48 and £11.48 respectively. When it's full, ring Hippobag to arrange collection; for which an extra charge applies, £49.50 and £69.50 respectively. I suspect this is probably more expensive than most skip hire companies, but may suit some people better. More information on their website www.hippobag.co.uk

This month's issue is dedicated to students - of all ages!



Some of you may have teenagers at home who have just started college courses; others may well be studying for pleasure, or to improve career prospects.

Whichever category you fit into, you may not have given too much thought to the space you use for home study. If you have a dedicated room you are very fortunate; others will have a desk in a bedroom or even be working off the dining room table.

The less space you have, the more organised you need to be. This is not about spending a small fortune on expensive desks and filing systems. A few simple changes can make an enormous difference.

Your course is important, so make sure time spent studying is effective.



I'm working off the kitchen table!

Obviously in this situation it is vital to be tidy, and have somewhere to pack all your papers away so nothing gets lost.

I suggest you make sure your kitchen is organised, so that as much as possible is stowed away in cupboards and drawers when not in use. That way, when you need space to study you don't have to clear up first and waste valuable time.

Since your work needs to be 'mobile', invest in some stout ring binders and/or box files to accommodate all your notes. Loose sheets of paper will soon go missing. Clear out a cupboard in another room to house the files when you're not working on them.



The 35L Really Useful Box will take A4 or Foolscap files, as well as suspension files. I can supply boxes direct to Organised Chaos clients and networking contacts, this size costs £12.50.

I have to study in my bedroom!



Provided your bedroom can accommodate a small table or desk, you're halfway there. If not, then it's worth considering a DIY version where your table folds flat to the wall when not in use. I know this works, because my Dad built one for me when I was studying for 'O' levels!

The desk shown above makes maximum use of a corner position and has lots of integral storage space. This item is available from The Desk warehouse, priced £299.00 (product code CS190E). See their website, www.desk-warehouse.co.uk for their full range.

If you're on a tight budget, try second-hand furniture shops. There are some dedicated to office furniture, such as Andrews Office Furniture on the Wellingborough Road, Northampton, tel 01604 637979 - in fact that's where my desk and shelves came from!

The other consideration is that you don't want your bedroom completely taken over by text books and files of notes - otherwise you'll never get any sleep! You have two choices here - the first is to stow files etc out of sight in cupboards or under-bed storage boxes when not in use.

The other option is to look for attractive ranges of folders and notebooks which will co-ordinate with your bedroom decor and not look out of place. Try W H Smith or even Tesco!

Choice of furniture is key. If you buy bookshelves, look for one with adjustable shelves to make the most use of space. IKEA has a huge range all of which are reasonably priced. This one is from their 'Billy' range and is priced at only £40. This range has shelves in different widths and heights making it incredibly versatile.



See www.ikea.com

Finally, if you know any students who are struggling to get organised, get them to give me a call - a de-clutter/get organised session will set them up for success!

*Best regards,
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