



Let us help you get your dhucks in a row...

Tips & Tricks

March 2009

Welcome to *Dhucks' Tips & Tricks*

### Stage Three: Sort

A quick review of the stages we've covered so far for your project.

Stage 1: Clarify -- what do you really, really want

Stage 2: Let Go -- keep only what you really, really love and use

What worked for you? What didn't? Do more of what worked and less of what didn't.

The third stage of organizing is **sorting**. It took me months trying to decide if **sorting** came before *letting go* or after, because it's extremely helpful to see all that you have when you're trying to decide what to *let go* (Stage 2) and to sort 'like with like' before you start to physically place or *organize* your things (Stage 4) which I'll cover in the April newsletter. I decided that learning to *let go* as you work your way through your things was more important than searching for and corralling every single last t-shirt that you may have stashed in odd corners. Besides if you can let go of a few things as you go, then it can help keep you out of overwhelm. So, now on to **sorting**...

#### **Sorting for Stage 4 (Organize)**

When you move to Stage 4, the actual physical activity of organizing your things, it is more effective if similar things are stored together. So as you are working on your project, start sorting 'like with like'. Store the office supplies together, place all the soups together in one cabinet or hang all your long sleeved shirts together.

#### **Sorting for Stage 2 (Let Go)**

Once you've sorted your stuff you may find that you have more than you need or use of a particular item and so you can let go of the extras.

You may have 3 hammers and all you really need is 1 (or 1 in the kitchen tool drawer and 1 in the tool box in the garage). You may realize you've bought 5 boxes of white envelopes. Or when you get all your tshirts together you have 2 four foot high piles and you haven't worn half of them. Now you know how many you have and where they are. You can now return to Stage 2 and Let Go of the ones you aren't using, aren't in good shape, or don't love.

But sometimes it is more difficult to let go of things. A great sorting technique to use is Judith Kolberg's *Friends, Acquaintances & Strangers*.

Collect all of your items into one area. Sort a third of them into your Friends category (you love, you use and you want to keep in your life). A third of them

are Strangers (these you can recycle, toss, donate or just move out of your life as quickly as possible).

*Stop here and give yourself a pat on the back for what you've accomplished so far -- good job!*

The final third are Acquaintances. You may be more attached to these items but they still aren't Friends, so find a worthy person, group or cause for donation of these items.

For example:

#### Magazines

- Friends -- last 3 months (make time to read and enjoy them)
- Strangers -- older than 6 months (if you haven't gotten to them by now, it's old news)
- Acquaintances -- 3 to 6 months (give them to your doctor's office and let them get rid of that Vogue from Spring 2005)

#### Craft Materials

- Friends -- you have a definite project in mind and you plan to work on it in the next couple of months
- Strangers -- no project in mind and you're not all that thrilled about the color
- Acquaintances -- you had an idea in mind, but you can't remember it or the reason is gone or you really don't see yourself getting to it in the next year or so.

#### Clothes

- Friends -- you wear it routinely, you love it and you end up reaching for it every time you can't decide what else to wear
- Strangers -- you don't like how it fits, you don't like the color and you never really did
- Acquaintances -- you loved it once and it has great memories (take a picture and let it go), it could come back in style (not really), or someday you'll fit into it again (let it go, wear what fits NOW and buy something new when you do lose the weight you want)

Whether you sort to **let go** or to begin the **organizing** stage have some fun and enjoy the journey.

Shawndra

*Don't wait. The time will never be just right.  
~ Napoleon Hill*



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