




# GET THE NAC!

## NATIONAL ORGANISING WEEK ('NOW') ACTIVITY CALENDAR

A collaborative resource originally created by a group of Professional Organisers in Perth, adapted for post-NOW use by Inspector Ross

Take our  
crash course  
in  
Organising.  
You'll love it!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
<p><b>Look</b> <b>What can Organisers do?</b></p> <ul style="list-style-type: none"> <li>Visit <a href="#">AAPO's</a> new site.               <ul style="list-style-type: none"> <li>Click <i>Find an Organiser</i>.</li> <li>Enter Search details.</li> <li>Click 'Apply'.</li> </ul> </li> <li>Read a general list of possible services <a href="#">here</a>.</li> </ul>	<p><b>Look</b> <b>Can you find 'Organising' or 'Decluttering' in a library, bookshop or newsagency?</b></p> <ul style="list-style-type: none"> <li>If not, try broader topics like <i>Homemaking, Interior Design</i>, or the placement arts (<i>Feng Shui</i> etc.) – or even <i>Personal Development, Wealth or Success</i>.</li> <li>Flick through findings to locate Organising info.</li> </ul>	<p><b>Look</b> <b>Does your schedule allow you time to do these tasks? Don't let your diary run you instead of serving you:</b></p> <ul style="list-style-type: none"> <li>Block out times for those tasks you personally want to do over the next month.</li> <li>Treat them as appointments, &amp; keep to your own schedule.</li> </ul>	<p><b>Look</b></p> <ul style="list-style-type: none"> <li>Visit any store nearby which sells storage goods.</li> <li>Note options &amp; any pre-purchase questions that arise:               <ul style="list-style-type: none"> <li>Right fit, colour?</li> <li>Need assembly? Etc.</li> </ul> </li> <li>Take notes, but resist big-ticket purchasing until Planning is complete.</li> </ul>	<p><b>Look</b></p> <ul style="list-style-type: none"> <li>Consult your local council or visit <a href="http://RecyclingNearYou.com.au">RecyclingNearYou.com.au</a> for how to recycle or dispose of problem items such as:               <ul style="list-style-type: none"> <li>Electronic goods.</li> <li>Chemical waste.</li> </ul> </li> <li>Collect these together ready for removal.</li> <li>Diarise removal date, and follow this up with action.</li> </ul>	<p><b>Wrap-up</b></p> <ul style="list-style-type: none"> <li>Get outdoors!</li> <li>Spend a morning out in nature – the earlier the better.</li> <li>Let the beautiful sights, scents &amp; wide-open spaces inspire you to keep your home airy &amp; pleasing.</li> </ul> <p><b>You've earned the break!</b></p>
<p><b>Prep Plan:</b></p> <ul style="list-style-type: none"> <li>List cluttered home areas.               <ul style="list-style-type: none"> <li>Envisage these areas as you'd like them to be.</li> </ul> </li> <li>Plan steps toward vision.</li> <li>Call 3 friends &amp; tell them you're taking this crash course to practice decluttering.</li> <li>Invite them to join you.</li> </ul>	<p><b>Prep Read:</b></p> <ul style="list-style-type: none"> <li>Spend an hour on any newly borrowed or bought Organising book/magazine, or any unused/unread one you may already have.</li> <li>Take notes &amp; adjust your Plan as required.</li> </ul>	<p><b>Prep Inspect:</b></p> <ul style="list-style-type: none"> <li>Review &amp; measure your home's storage areas.</li> <li>Decide what you truly want to store there.               <ul style="list-style-type: none"> <li>Where will the rest go?</li> </ul> </li> <li>Add storage notes &amp; ideas to your Plan.</li> <li>Declutter more ruthlessly.</li> </ul>	<p><b>Prep Snoop:</b></p> <ul style="list-style-type: none"> <li>Rummage around the house &amp; garage for overlooked containers or shelving you can re-deploy as storage solutions.</li> <li>Set these aside.</li> <li>By fully utilising existing 'stuff' &amp; not adding more, you are double-decluttering!</li> </ul>	<p><b>Prep Finalise:</b></p> <ul style="list-style-type: none"> <li>Review &amp; complete your Plan.</li> <li>Enter its steps in your diary to carry out your Plan.</li> <li>Begin the Plan right now! –if any step is too hard or pricey when you get to it, do more of the easy, economical steps 1<sup>st</sup>.</li> </ul>	
<p><b>Do</b></p> <ul style="list-style-type: none"> <li>Declutter purse or wallet.               <ul style="list-style-type: none"> <li>Scraps &amp; stale business cards: Diarise key info, then shred the scraps.</li> <li>Expired plastic: Cut up &amp; discard securely.</li> <li>Assign valid items: to their proper pockets.</li> </ul> </li> <li>Tatty purse or wallet? Treat yourself to an upgrade.</li> </ul>	<p><b>Do</b></p> <ul style="list-style-type: none"> <li>Take relevant Action steps from the book above.</li> <li>As an alternative, simply deal with Rubbish &amp;/or Recycling.               <ul style="list-style-type: none"> <li>Roam the house with bags for each these purposes.</li> <li>Aim to fill at least one bag-type per room.</li> <li>Discard appropriately.</li> </ul> </li> </ul>	<p><b>Do</b></p> <ul style="list-style-type: none"> <li>Organise your bathroom cabinet &amp; vanity bench.</li> <li>Tackle any other places where you may store cosmetics &amp; toiletries.</li> <li>Take expired or unwanted medicines to your local pharmacy to dispose of safely.</li> </ul>	<p><b>Do</b></p> <ul style="list-style-type: none"> <li>Assign a purpose for each shelf in the linen cupboard.</li> <li>Sort the contents.</li> <li>Keep fresh, crisp linen in there – no threadbare towels or closet miscellany.</li> <li>NB: You <i>can</i> assign a shelf for bric-a-brac, but ensure it is compatible with clean linen.</li> </ul>	<p><b>Do</b></p> <ul style="list-style-type: none"> <li>Call your 3 friends from Monday's Prep step.</li> <li>Have they 'got the NAC'?</li> <li>Share your progress &amp; ideas with each other.</li> <li>Keep decluttering &amp; organising!</li> </ul>	<p>©2009-16 Heidi Ross &amp; other Professional Organisers from Perth. Find us at: <a href="http://www.aapo.org.au">www.aapo.org.au</a></p>