

If your life's in a mess help is at hand

BOEL ERIKSSON

MOST of us have our messy space – it can be the wardrobe overflowing with clothes, the growing pile of papers on the office desk or that spare room filled to the brim with belongings.

As part of National Organising Week – which runs until Sunday – Mosman resident Carol Posener is encouraging people to declutter their homes and offices.

"It will save you time, reduce stress, and save you money," she said.

Ms Posener is the founder of professional organising business Get Organised, and author of a book of the same name.

A revised edition of the book, which has sold more than 10,000 copies since its 2002 release, was relaunched in August.

"It's a practical guide to organising your home and office," she said.

And Ms Posener has plenty of experience.

She became the first professional organiser in Australia in 1993 and has run her own business since.

The idea came up when she was working in various offices as a temporary personal assistant.

"I'm naturally organised and during my time as a temp secretary I saw some really disorganised offices," Ms Posener said.

"I realised that there was a real need for (personal organisers).

"When I sorted out the home of my first client I found money in bank accounts that he had forgotten he had," she said.

"He was very happy. I thought 'I must be on to something'."

In the past 16 years, Ms Posener has sorted out mess in government offices, schools and homes of celebrities.

"Some celebrities' homes might look like it's out of *Vogue* (magazine), but then there's that one room that's just a nightmare. They are

simply time-poor and just want someone to do it for them," she said.

"And some just find it very hard to get rid of clutter – there is a lot of psychology involved."

One of her more memorable clients was a wealthy lady who owned three houses, one in which Ms Posener found an investment certificate worth \$50,000.

"I basically found \$50,000 for her. She had forgotten that she had them," Ms Posener said. "She called me every day for three days after that to say thank you."

"It is very common that I find money – in drawers, pockets, hidden in places. Some people have hidden it and forgotten about it."

Ms Posener runs workshops and offers lifestyle management services and a gift shopping service. Her book is at Pages & Pages bookshop in Mosman.

» Details:
getorganised.com.au



Carol Posener says it is important to clear clutter, as it is negative energy.

Picture: DAVE SWIFT

Top tips to get you organised

1. Create one place for all incoming paper.
2. Filing trays are dangerous so get them out of the office and file on the spot.
3. Open mail each day to stay on top of action items and file as it happens.
4. Create a home-office archive system to store paper that must be kept for taxation and legal reasons.
5. Utilise wardrobe shelving for office storage.
6. Position your desk so you face the door to help you to feel more in control.
7. Clutter in Feng Shui terms is negative energy. Once cleared it turns into positive energy.
8. Regularly cull paperwork at the end of each financial year.
9. Create the correct storage in your home or office to ensure everything has a place.
10. Short bursts of organising takes less time than leaving it until it becomes a huge job.