



finer details
personal concierge services

Finer Details Personal Concierge Services is a local Perth based business, created to assist busy people.

To help you prepare for your art collection, Finer Details has some suggestions to get you started with organising your home.

A tidy solution

First thing - commit to allocating time to your organising session: don't let other things creep in and interfere with that time.

In saying that, don't over commit!

When organising a room, divide the room up and tackle small areas at a time (if necessary, spread the tasks over a few days). If you start pulling everything out and then have to leave it, you will find it much more difficult when you come back to it.

Be prepared

Have rubbish bags and containers ready for the sorting process.

Then follow these 4 steps to get the area organised.

1. De-clutter the area

Did you know that almost 90% of homes have at least one cluttered room, and the average home has three or more? The spare room is the most cluttered area in the home, followed by cupboards, garages and bedrooms. 40% of Australians feel anxious, guilty or depressed, and are even embarrassed to invite people over, because of their clutter.

The first step is to get rid of anything you no longer need or use.

Using the containers, sort into 'keep', 'rubbish', 'recycle', 'donate' or 'sell'.

Ask yourself:

- Have I used this in the last 12 months? Do I still need it? If yes, put it in the 'keep' container; if no, could you give it to a charity or a friend/client who could use it?
- Is it really useful? Does it serve its purpose properly? Try not to keep things for the dreaded 'just in case' scenario – be ruthless!

Quickly sort through your items and don't allow yourself to procrastinate! If you find you have items you can't decide on, create an 'undecided' box and go through it at the end. We usually find clients become a lot more decisive after they have finished trawling through all of their belongings.



Clean up the area before starting on the next step - put the 'rubbish' and 'recycle' items in the appropriate bins, take the 'donate' items to your favourite charity, and store the 'sell' items until you are ready to deal with them.

2. Sort

Start to group similar items together into categories that work for you. Keep the categories broad, otherwise you will not have enough containers and it will start to become confusing.

For example, if it is your office/home study, group all your stationery together. Once it is all together, you might find you have 5 staplers (having a spare is one thing, but how many do you really need?).

Are items in the appropriate places? Many people keep personal items in their home office, which makes the area more cluttered and difficult to work in.

If an item is in the wrong room, place it by the door **to be put away at the end of the session (don't put it away immediately: you risk getting side-tracked, which will slow down the sorting process).**

Don't be lazy – shifting one pile from one room to another to 'sort' later is not a good idea.

3. Organise

Now you should be left only with items that you use and are in the correct area.

- Ask yourself: Is this something I use regularly? If yes, where can I keep it where it is quick to hand?
- Keep similar things together.
- Use containers for things you want or need to keep, but use only infrequently.
- Label, label, label – If you have a container filled with stationery, label the outside with the contents (e.g. window envelopes) so that things are easier to find when you need them.

Have a look at the area and consider whether you need other storage solutions to help keep things separated and tidy. Have a look around your house; you may already have the perfect storage solution in another area.

4. Maintain

Rooms usually take some time to get into disarray, and often you don't even notice until the chaos has developed. By tackling the area regularly, you can quickly go through everything in a short session and stop the clutter forming again!

If part of your newly organised area doesn't work, change it: **don't cut corners and start dumping things because you didn't get it right the first time.**

All too hard?

Contact Finer Details to book a home organising session.

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ABOUT THE AUTHOR: Finer Details is the concept of owner and founder Sara Hall. Sara's 20 years experience in both corporate and self employment have perfectly fitted her for the role - she has held a variety of administrative positions, including Personal Assistant, Project Coordinator and Executive Officer for International Education Reviews.

In addition to her corporate experience, Sara has travelled extensively, living and working in several countries and cultures, and with different families.

Sara's experience and knowledge of working with different people, and of understanding and responding to their individual needs, means she excels at providing Personal Concierge Services.