



RESOURCE LIST: BOOKS AND AUDIOS

- *Clear Your Clutter with Feng Shui*, Karen Kingston
- *Cut the Clutter and Stow the Stuff*, edited by Lori Baird
- *The Everything Organize Your Home Book: Straighten Up the Entire House, from Cleaning Your Closets to Reorganizing Your Kitchen*, Jason Rich
- *Feng Shui Chic, Feng Shui Living, Feng Shui Your Work Spaces* and *Feng Shui Your Kitchen* (with a chapter by Marla Dee), Sharon Stasney
- *Get Organized the Clear & SIMPLE™ Way*, Marla Dee, www.clearsimple.com 8 CD audio book with work book available January 1, 2008
- *Lighten Up! Free Yourself from Clutter*, Michelle Passoff
- *Love It or Lose It: Living Clutter-Free Forever*, Barbara Hemphill and Maggie Bedrosian
- *Making Peace with the Things in Your Life: Why Your Papers, Books, Clothes, and Other Possessions Keep Overwhelming You and What to Do About It*, Cindy Glovinsky
- *Order from Chaos*, Liz Davenport
- *Organize Your Move*, Lisa Parsons, www.clearsimple.com
- *Organize Your Vital Documents*, Lisa Parsons (complete system for gathering and filing all vital documents, CD included), www.clearsimple.com
- *Organizing for Kids (Clear & SIMPLE)*, by Kelly Pratt www.clearsimple.com
- *Organizing from the Inside Out* and *Time Management from the Inside Out*, Julie Morgenstern
- *The Organizing Sourcebook*, Kathy Waddill
- *Sacred Space*, Denise Lynn
- *Simplify Your Life*, Elaine St. James
- *Taming the Paper Tiger at Home* and *Taming the Paper Tiger at Work*, Barbara Hemphill
- *The Tao of Time*, Diana Hunt and Pam Hait
- *Getting Organized*, Chris Crouch www.thegosystem.com
- *Never Check Your E-Mail In The Morning*, Julie Morgenstern
- *Exploring Productivity*, Members of the Network for Productivity Excellence

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RESOURCE LIST: CONTAINERS / STORAGE / WEBSITES

- Avery
www.avery.com
For ready-made templates and ideas for all kinds of paper/file/office needs
- Clear & SIMPLE, Inc.
www.clearsimple.com
801-463-9090
For monthly *Simply Said* e-letter and front-page monthly tip (This resource list is included on this web site.)
- Clutterer's Anonymous
www.clutterers-anonymous.org
A 12-step support group for individuals struggling with clutter. Based on the 12-step Alcoholics Anonymous groups.
- Container Store
www.containerstore.com
1-888-CONTAIN (266-8246)
- Direct Marketing Association
www.the-dma.org
To remove your name from mailing lists for consumers, click the Resources Button on the top line, then a new page will be displayed, select "Consumer Assistance" on your left. You can then select the from a number of options such as "How to remove your name from mailing lists". This typically decreases the amount of junk mail you receive by 50%.
- National Do Not Call Registry
www.donotcall.gov
Register here to stop unsolicited sales calls from telemarketers
- Freecycle Network
www.freecycle.org
This is a site similar to eBay, but no money is exchanged because you are giving what you no longer want to someone who needs or wants it.
- Freedom Filer
www.freedomfiler.com
This is a fantastic and simple system for home needs.



- Get Organized!
www.getorginc.com
1-800-803-9400
Space-saving innovations to unclutter your life
- Get Squared Away
www.getsqaredaway.com
Great web site for tips and resources
- Ikea
www.ikea.com
Home and office furnishings, storage containers
- Julie Morgenstern, author of *Organizing from the Inside Out*
www.juliemorgenstern.com
1 - Online newsletter available for hands on help and tips
2 – Inspirational daily card pack available
- KangoRoom Storage
www.kangaroomstorage.com
Unique storage solutions
- Levenger
www.levenger.com
Gifts, unusual office items and furniture
- Organizing Network
www.organizingnetwork.com
Support for the 5 LIFE ZONES, articles and resources, etc.
- NAPO, National Association of Professional Organizers
www.napo.net
Association to support professional organizers and act as a referral network
- Neat Ideas
www.lillianvernon.com
1-800-545-5426
Gifts, household, gardening, kitchen and children's products



- Online Organizing
www.onlineorganizing.com
Web site with great organizing tips and resources
Online training available for professional organizing
- Organize Everything
www.organizeeverything.com
1-800-600-9817
- Organize Your World
www.organizeworld.com
1-877-680-8849
- Organize-It
www.organizes-it.com
(800) 210-7712
- Pottery Barn
www.potterybarn.com
602 E. 500 S., Salt Lake City, UT
- Rubbermaid
www.rubbermaid.com
- Spacesaver
www.spacesaver.com
1-800-492-3434
Information and materials storage systems
- Stacks and Stacks
www.stacksandstacks.com
Practical and affordable ways to store, organize, consolidate and decorate home and office
- Shelf Cover
www.shelfcover.com
Product found at Home Depot for covering wire shelving
- Wheelzeeze



www.wheeleeze.com

1-800-560-3757

Containers on wheels

- **Closet / Shelf Storage**

Item: Plastic Sterilite Boxes - 15 Qt. size is best because it is not that heavy when loaded down.

Where to Purchase: Walmart

Item: Clear Shirt & Sweater Bins

Where to Purchase: The Container Store online (www.thecontainerstore.com)

Item: Clear Plastic Garment Boxes by Home Solutions - HOMZ

Where to Purchase: Walmart

Item: Shoe Cubbies

Where to Purchase: Walmart; The Container Store or Bed Bath & Beyond

Item: Closet Hangers – Plastic; Wooden

Where to Purchase: Walmart; The Container Store; Bed Bath & Beyond; Linen & Things

Item: Storage Boxes – Metal / Natural Material / Plastic / Archival

Where to Purchase: Walmart; The Container Store; K-Mart; Target; Bed Bath & Beyond

- **Desk Top Containers**

Item: Desktop File for hanging folders

Where to Purchase: Walmart for about \$20.00; The Container Store online anywhere up to \$50.00 depending on the style.

- **Pantry or Food Storage**

Item: Keep Box Bulk Food Storage containers

Where to Purchase: The Container Store online

Item: Lock Lock & Lock bulk food storage containers

Where to Purchase: Target and Walmart

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Item: Dream Drawer Organizers (Dividers) (better than using drawer organizer trays)

Where to Purchase: Bed Bath & Beyond; The Container Store

Item: Back of Door Storage Rack

Where to Purchase: Bed Bath & Beyond; Home Depot; The Container Store

Charging Station for Cell Phones / MP3 Players

Item: Charging Station

Where to Purchase: Brookstone, Pottery Barn, Frontgate.com,

- **Scan Photos by the box**
<http://www.scandigital.com/>

- **Paper Shredding**
Shredit - Ph: 504-467-3024
Eric Konicki
110 Widgeon Dr.
St. Rose, LA 70087
Ph: (504)467-3024
www.shredit.com

Iron Mountain Secure Shredding

900 Distributors Row
New Orleans, LA 70123
Ph: (504)818-1221
www.ironmountain.com

i shred, LLC

John DeSilva
PO Box 4058
Covington, LA 70434
Ph: (985)893-2378
Email: john@ishredonsite.com
www.ishredonsite.com



- **LP's to MP3**
Ion® LP-Ripping Turntable with USB Output – Brookstone
- **Cassette Tapes to MP3**
ION USB Cassette Deck – Brookstone
- **Photo Scanner**
iConvert Photo Scanner – Brookstone
- **Film & Slide Converter**
iConvert™ Slide and Negative Scanner – Brookstone
- **VCR Tape to Digital Format**
Ion® VCR 2 PC VHS-Ripping Recorder - Brookstone
- **Record Retention Guidelines**
IRS Records Retention Guidelines
<http://www.irs.gov/pub/irs-pdf/p552.pdf>
- **Family / Household Records Retention Guidelines**
http://www.pueblo.gsa.gov/cic_text/money/keeprecords/keeprecords.htm
<http://www.ag.ndsu.edu/pubs/yf/fammgmt/he445w.htm>
- **Prepackaged Filing Systems**
My Vital Files (SCI Website)

Freedom Filer (SCI Website)

PaperTiger (SCI Website)

FIND-N-FILE Home Filing System (OnlineOrganizing.com)

The Ultimate Filing System (OnlineOrganizing.com)
(Business / Residential or Both)
- **Car Storage Items**
Item: Modular Hauler System
Where to Purchase: The Container Store

Item: Folding Trunk Organizer
Where to Purchase: Bed Bath & Beyond; Walmart; Target