



Information Pack

IN YOUR PACK

**Intro to Neat
Freak's formula
○ for the home**

The payoff

**Templates – go
forth and conquer**

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Introduction

Congratulations! You are on your way to becoming a neat freak, someone who cares enough about themselves to find ways to make life a little easier to manage.

My name is Isabelle de Grandpre and I am the owner of *Neat Freak*, a professional organising company. I want to help you find ways to take the stress out of day-to-day living by providing you with tidying-up and time-management tips as well as samples of my easy-to-use templates. These should help you with all the things you need to do in a day.

You could be a stay-at-home mom (or dad for that matter) or a working parent with deadlines AND a family to manage. Whatever your reality, this second free information pack **highlighting Neat Freak's formula for the HOME** is a way to get you started on your 'clean-up' journey with the compliments of *Neat Freak* and *MomsMatter* (unless you've received the free pack on PARENTING, in which case you're well on your way).

P.S. Neat Freak also has information packs for the office, parenting and relationships so if this is the first one you're receiving, be sure to let me know which ones you still need. Enjoy!

Why do you think you're in this mess (pun intended)?

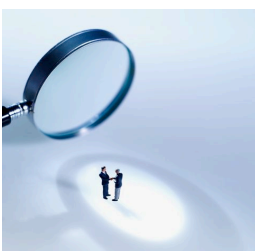
I am hardly a psychologist but I do know that it pays to think about WHY you may be in the situation you're in. If you understand it, you know how to fix it and more importantly, how to avoid it in the future.

One of the most common reasons why a person can land up living in a 'landfill' and be unable to de-clutter or tidy up, is because that would mean throwing away items that remind them of something or someone. For others it may be because affecting a change in their life (any change) makes them wholly uncomfortable so they don't even want to contemplate it.

There are also those who can't get organized because they feel guilty about getting rid of items that were given to them by a loved one.

All that being said, I do believe that most peoples' problems with clutter and untidiness are tied up in emotions. If your emotions and your outlook on life are not 'tidy', it is hard to maintain an ordered environment.

Although I am a neat person, a trait that is VERY strong in my family, my mind never stops working. This has meant that I have had to maintain order in the environment I occupy or I simply would not get things done. I also routinely reprioritise what is important to me, making it easier to let go of unwanted items so I can make space for what is important to me now.



Which one are you?

- If I get rid of things I've been given by my loved ones, I won't think of them.
- I am not fond of changing any aspect of my life – I am perfectly happy being surrounded by chaos.
- I have been given so many items over the years and although I appreciate it, I really don't use them and don't want them in my house. But I feel so guilty.
- My cluttered environment is a symptom of my cluttered mind.

What can you do about it?

- Recognise that the memory of, or the affection you have for a loved one, is in your heart. Why not choose one or two special items instead of surrounding yourself with memorable items?
- Feeling guilty is difficult to overcome but remember that it is your life and you need to live it the way you want to, and if that means not being surrounded by family heirlooms, then so be it!
- If you make a list of all your priorities (which you should revisit regularly), list how you will achieve these. NB: Take 'baby steps' and call on friends and family for moral support if you need it. No man is an island.

Neat Freak's formula: Neat + Systems = time for living & loving

Being neat isn't for everyone, this I understand, but there is much to be said for clutter-control and implementing an organisational system. The *Neat Freak* philosophy is that if you are neat and you have a system for every aspect of your life, you **WILL** have time to live your life and love those around you.

Keeping frustration levels low and having more time to have fun should be motivation enough to get started. But if it isn't, here are some pointers for parenting that will help you achieve the NEAT FREAK FORMULA.

Neat Freak Formula for the HOME

There are various spaces in the home that can be shambolic, namely living spaces, bathrooms, garages and home offices. These can impact on how well the home functions and whether time at home is cherished or avoided. Following are a few brief tips for living spaces, home admin and the garage.

Living spaces

Most people have experienced that sense of panic when the doorbell has rung unexpectedly and the house is in a mess, right? And I bet you stashed everything in the closest cupboard you could find.

This insanity is easy to avoid if your things have a home that matches its purpose **and** you routinely return them to their designated spot. For example, if you have children and they love leaving their Lego lying all over the TV room floor, teach them where it goes and have them put it back themselves when they are finished

playing. By doing this you teach them to be responsible and they can't feign ignorance when it is time to pack up. Also, remember to store items according to their function – the Lego needs to be stored in the playroom or the child's room, not the kitchen!

Home admin

If you run a household, it's almost certain that you have accounts to pay, children's school notices to keep track of, and budgets to formulate. You may even work from home, which only adds to the amount of home admin.

Whether you live in a large home or small, define an office area. If this happens to be the dining room table, get clever with storage in that room. Use one of the drawers in sideboard for all your stationery



items. That way you can access it easily when you need it but you don't have to look at it all the time.

If you are able, a filing cabinet is one of the most useful storage solutions for home admin as it holds a large amount of paper which can be easily organized into sections (schooling, healthcare, business, accounts, receipts etc). If you don't have space for such a large item there are smaller ones available but key to this or any other storage solution, is to keep it accessible. The more accessible, the more you will use it.

Garage

Yes, garages are a resting place for cars and are often the dirtiest spot in the house but I actually think they are one of the most under-utilised spaces in the home.

As garages generally have four long walls, they are the perfect place to have shelves installed. Make sure these shelves are strong enough to hold heavy items and make use of clear storage containers that are clearly labeled. If you know what you have you are more likely to use it and it will save



You don't have to spend a fortune to get organized. I use old mugs for my pens, pencils, marker pens and rulers. They may be broken but they are sentimental, so I've put them to use.

Label the outside of your files clearly. Make them pretty by covering them with wrapping paper if this helps you keep them tidy!



you money – you won't be going out to buy brackets and nails if you know you already have them.

Remember that garages aren't only for men and *their* toys. I use my garage to store the power tools I use in my garden, the fertilizer for my plants and the fold-up chairs parents have to have handy for all those sports matches we have to attend!

These are a few ideas you can adopt to sort out the garage – there are many more. So grab a hammer and nail, now that you know where they are, and get going... or, you could just use the time to 'wash' the car!



Get going. What's the pay off? Intro to templates.

Are you inspired yet? Here are some quick tips to start your *Neat Freak* journey or keep the momentum going if you're on your way.

1. Choose a small space or project to start with. If you aim big you may set yourself up to fail.
2. Think about what you will need to tidy up that space or complete that project properly, and have it ready.
3. Keep sight of THE BIG PICTURE. You may be cleaning up the garage to make space for items that are clogging up your entrance hall so keep going.
4. Try and get rid of your items responsibly. Look out for recycling depots and charities that need donations. This may make it all worthwhile.
5. MOST IMPORTANT – give yourself credit for every small space you deal with. You are taking ownership of what isn't working in your life and you are changing it.
6. PAY OFF – what is this you may ask. Think about it – it's all those extra hugs you'll be getting from your kids because you aren't stressed!
7. A tidy space means a tidy mind, which means more time for living and loving. Get the picture? Go on you can do it.
8. TEMPLATES. Neat Freak has designed a few templates to take the guesswork out of managing your time, activities and life in general. I hope they will be useful for you start with.

Services available from



Consultations – ideas session (outline optional)

Assisted tidying-up (not cleaning)

Organisational templates

Guest speaking & Workshops

Gift vouchers

Tidy-up & 'purging' for relocation purposes

Website with tips & resources

----- **AND NOW** -----

Organisational products

For more information : www.neatfreak.co.za

Shopping List

This template will help you identify which products you need. Use the smaller columns provided to note the quantity you need and to tick the items you've bought. Add other items in the blank spaces available.

| Detergents/Cleaning aids | Toiletries | Dry foods |
|------------------------------|---------------------------|----------------------------|
| Dishwashing soap | Ear buds | White sugar |
| Washing powder | Dental floss | Brown sugar |
| Softener | Toothpaste | Icing sugar |
| Toilet cleaner | Shampoo | Castor sugar |
| Disinfectant | Conditioner | Self-raising flour |
| Bleach | Deodorant | Cake flour |
| All-purpose cleaner | Body lotion | Digestive bran |
| Cleaning cloths | Make-up remover | Baking premix |
| Furniture cleaner | Face products/ Face wash | Basmati rice |
| Gloves | Ear buds | Brown rice |
| Disposable gloves | Soap | Lentils |
| Pot scourers | Liquid soap | Sugar beans |
| Dishwasher soap | Tissues | Popcorn |
| Rinse aid | Toilet paper | Spaghetti |
| Car wash liquid soap | Paper towels | Macaroni / Penne / Screws |
| Car polish | Panty liners | 2-min noodles |
| Shoe polish | Sanitary wear | Chinese (stir-fry) noodles |
| Insect repellent | Cotton wool | Pasta 'n Sauce |
| | Plasters (wound dressing) | Tea |
| | | Herbal tea / Rooibos |
| | | Coffee (Regular) |
| | | Coffee (Decaf) |
| Frozen foods | Fridge foods | |
| Chicken nuggets | Ham | Milo |
| Whole chickens | Salami | Nesquik |
| Chicken breasts/pieces | Margarine | Hot Chocolate |
| Burger patties | Butter | Biscuits (sweet) |
| Mince | Feta | Biscuits (savoury) |
| Pork sausages | Cheddar | Jelly |
| Pork chops | Parmesan | Custard |
| Roast | Milk | Soya milk / Long-life milk |
| Steak | Eggs | Sweets |
| Hake/Fish (plain or crumbed) | | Chocolates |
| Fish fingers | | Chips / Snacks |
| Pizza bases | | Cereal |
| Ice cream | | Muesli |
| Fruit & Veg | Tinned food | Sauces/oils/condiments |
| Tomatoes | Tinned fruit | Tomato sauce |
| Lettuce | Tomato & Onion mix | Chutney |
| Cucumber | Peas | Soy sauce |
| Broccoli | Asparagus | HP sauce |
| Cauliflower | Sweetcorn (creamed) | Salad dressing |
| Butternut | Sweetcorn (uncreamed) | Olive oil |
| Pumpkin | Tuna | Sunflower oil |
| Cabbage | Sardines | White wine vinegar |
| Carrots | Baked beans | Apple vinegar |
| Baby marrow | | |
| Sweet pepper | Dog food (dry) | Jam |
| Apples | Dog food (tins) | Peanut butter |
| Oranges | | Syrup |
| Naartjies | | Honey |
| | Herbs & spices | |
| Grapes | Beef stock | Marmite |
| Bananas | Chicken stock | Bovril |
| Pineapple | Vegetable stock | Nutella |
| | Course salt | Fish paste |
| | Table salt | |



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