



Information Pack

IN YOUR PACK

Why do you think you're in this mess?

Intro to Neat Freak's formula

- for relationships

The payoff

Templates – go forth and conquer

This pack is brought to you in association with



BY now you should have received the other packs on parenting, the home and the office so you should be familiar with the Neat Freak FORMULA and how it translates to your environment, so bare with me if I repeat myself a bit for those who are just starting their 'Neat Freak Journey'.

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.

When writing the other information packs, I fast realized that having a disorganised environment can impact on your relationships. Hence, the fourth free pack **highlighting Neat Freak's formula for RELATIONSHIPS.**

Brought to you with the compliments of *Neat Freak* and *MomsMatter*, this pack should give you some food for thought and hopefully some advice on how to make positive changes in your life.

P.S. Neat Freak also has information packs for the home, parenting and office 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)?

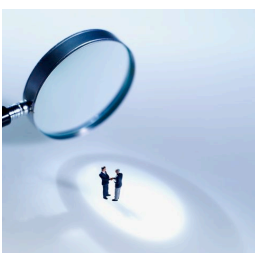
I am hardly a psychologist but I do know that it pays to think about WHY you may be in the situation you're in. If you understand it, you know how to fix it and more importantly, how to avoid it in the future.

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 RELATIONSHIPS

You may be wondering why the *Neat Freak Formula* considers relationships to be an area affected by disorganisation and in need of its 'formula' but actually, this is right up there with 'not being able to find my hairbrush under those newspapers again'.



Relationships under strain

Disorganisation, untidiness, clutter and bad time management can put strain on any relationship thereby costing you 'loving time'.

Consider the following scenarios - do any of them sound familiar?

- Your tardiness made your family laugh at first but when you are late helping your sister get ready for her wedding, no one is laughing.
- Your family does not feel they can rely on you.
- You have been meaning to get a diary for social events but you just haven't got there. Now you've forgotten your mother-in-law's 60th birthday for the third time so she thinks you don't care.
- Your best friend is very tidy and she has a system for everything. You, on the other hand, have magazines lying all over your room and the dinner plates are piling up in your kitchen. The mess embarrasses you so you stop inviting her round.

- You are middle-aged and single but you cannot keep your spaces clean. You are convinced that it is because you appear untidy and not in control. Even your kids are begging you to purge but you can't do it.

Making amends

One or all of these scenarios could sound familiar but it may be hard to make the change and to mend the damaged relationships. Here are a few tips to get you started.

First and foremost stop being so hard on yourself. Your inability to be tidy and

manage your time may have left its mark, but you are looking to the future so focus on what is awaiting you.

Spend some time with those people you may have offended or hurt and be honest with them. If you feel you need them to help you move forward and make the change to a less chaotic existence, tell them. They will probably be relieved that you are admitting the problem AND be honoured that you have asked them to help you.

When all else fails, laugh at yourself and remember that being untidy and disorganised isn't a crime!

If you hit a slump in your quest for order, remind yourself that it will enhance your relationships and allow you to truly enjoy the space you occupy. That should be pay-off enough?





Get going. What's the pay off?

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. You're looking at making changes to the way your relationships 'operate' so be prepared for a few hiccups along the way. BUT don't let them phase you.
2. Keep your eye on the ball and know that making a decision to change things in your personal life will mean that you are happier and your relationships are stronger.
3. If part of your problem with relationships is based in being surrounded by clutter, than start with a small space and purge what you can.
4. Remember the memories you have tied up in THINGS are special but aren't limited to those THINGS.
5. If you need to get rid of items in your spaces, do so responsibly. Look out for recycling depots and charities that need donations. This may make it all worthwhile.
6. 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.
7. PAY OFF – what is this you may ask. Think about it – you'll have that living and loving time with people you care about.
8. TEMPLATES. Neat Freak has designed templates to take the guesswork out of managing your time, activities and life in general. I hope the free one with this pack helps you a little.

Services available from



Consultations – ideas session (outline optional)

Assisted tidying-up (not cleaning)

Organisational templates

Guest speaking

Gift vouchers

Tidy-up & 'purging' for relocation purposes

Website with tips & resources

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

Organisational products

For more information : www.neatfreak-sa.com

