

FAMILY & CONSUMER SCIENCES



**Garrard County  
Cooperative  
Extension Service**  
1302 Stanford Road  
Lancaster, Ky 40444  
859-792-3026  
Fax: 859-792-3026  
[www.ca.uky.edu/garrard](http://www.ca.uky.edu/garrard)

Vol. X

Welcome *Divas!* Happy Holidays!

This is a great time of year to remind everybody what clutter can do to you. It can impact your life in a number of negative ways. It can have an effect upon *your relationships*, *your economic status*, *your physical health*, *your stress level*, and *your peace of mind!* If you have noticed this kind of impact on your life—**don't be alarmed!** There's always hope!

There's always a beginning; you can always start! This newsletter has hopefully inspired you throughout the year and also given you some tips on how to get started and what to do!



Happy Sticking to the Plans!

*Mary Hixson*  
*FCS Extension Agent*

The second page of this newsletter is “your page in progress” that you need to fill out with your information. You may have seen something similar before, but unless you took the time to answer; it did not do much good! Having a plan can help you get started, so take pen in hand and do some mental planning that will help you on your way to De-cluttering happiness!

### Compartmentalize, Edit, Sort, Streamline, Contain, Corral, Collect

- use individual bins or a silverware tray to corral items in your junk drawer (this really works!)
- edit your kitchen: how many cooking utensils, pots, pans, dishes, serving dishes, and casserole dishes do you need? Especially when you use the same ones over and over?
- your extra pans? Use to contain items in another room such as laundry room, bathroom or children's room
- don't forget to look up! Hanging baskets, hooks on a wall, backs of doors, shelving to the ceiling, storage in the rafters
- shallow shelves: can be useful in lots of situations and added to a multitude of decors
- add see-through doors to cabinets; out of sight out of mind backwards—if you have to look at what you have stored; that can motivate sorting and streamlining!



## Time Management Steps You Can Take Today

Have you ever wished you had more hours during the day? This is a great time of year for us to take a look at our time management skills. When do you have the most energy? What time of day? Knowing when your prime energy time of day is; try the following tips to make the most of your highest energy times.

- plan ahead to tackle the worst or most consuming clutter job
- Save the small tasks for times you don't have high energy
- Find ways to stretch your periods of greatest energy
- Keep the interruptions at a minimum or eliminate them all together
- Use energizers to give yourself a boost when you are waning at the task at hand—a healthy snack, change in music, a stretch break
- Plan ahead and have necessary containers, cleaning equipment, trash and recycle bins, etc... so you don't have to stop and go looking—this is definitely an energy killer

### Avoid Wasting Time

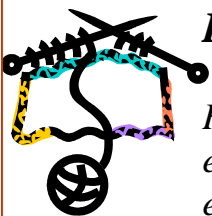
Studies have shown we waste valuable time each day searching for items that get lost because we can't find them in our chaos and clutter. To be effective at time management, we also need to learn how to organize and de-clutter the spaces where we live and work.

- make a plan; have a list of every area of your home and work that needs to be de-cluttered
- pick your challenge; start with an area that will have the biggest impact in term of how much time you will save.
- make a date; actually set the date and time you

are going to tackle a challenged area and follow through, you don't have to have large amounts of time to work on a small space —line up your supporters; share your plan with a family member or friend, let them encourage you and motivate you when you need it and let them celebrate when you complete a challenge



If you have something to share with other 'Divas' —don't be shy. Contact me by email and share your story, tip or idea at [mhixson@uky.edu](mailto:mhixson@uky.edu)



### ***Knitting It All Up...***

*I was reminded just recently about how clutter can take over your life. How, if you have clutter and don't normally invite visitors into your home or entertain guests because of the clutter, when something occurs and suddenly everybody wants to come visit; you have to do a lot of cleaning up and sorting in a big hurry! When you know you only have a small amount of time to do a lot of de-cluttering—that's the amount of time it takes to get the job done! Why can't we apply this theory everyday? A short amount of time is plenty of time to finish a lot of de-cluttering! Perhaps the real problem is the motivation! Until the next time, Mary*

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