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September 2010 — Are You Ready for Anything?

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Events & Info

September 21- Paper Management Seminar at Upper Merion Library, 7 PM. Free registration by calling 610-265-4805.

September 30- Decorating for Free Seminar at Tredyffrin Library, 7:30 PM. Free registration by calling 610.688.7092.

October 6, 8 PM- Preschool Survival Kit. Free teleconference. If you are sending little ones to school this year (preschool or K), please join us for organizing and parenting tips to make the days easier. I am thrilled to be co-presenting with parent coach, Barb Bogle. Register now for this free teleconference.

October 13- Clear Path Strategies Clutter Support Group starts at Easttown Public library. Create your own maintenance-free files. Click here for info and to enroll. This event sells out every time, so please register early.

Recent Posts

If you know who Niecy Nash is, then you are a fan of TLC's Clean House. Learn more about how you might be able to have the Clean House crew come help you and your home.

Are you curious how the garage/family room project is going? Find out more.

Want to know about other fun stuff first? Subscribe to my blog, with just one click here and click "subscribe to this feed". When new posts come out, you'll be the first to know!

Quick Tip

Its Time To Switch To September! FreedomFilers can switch now to the September month file. The next time you're about to drop papers into your month folder, simply move your clip to the "September EVEN YEAR" file and discard (without looking!) the documents left over from two years ago.*

Where do I file COBRA papers, and why does it matter?
COBRA (Consolidated Omnibus Budget Reconciliation Act) gives employees and their families who lose their health benefits the right to continue health benefits. *Completed* COBRA set-up confirmation papers and policy paperwork should be kept, to show how long the health insurance policy will be extended by COBRA. Keep receipts of COBRA payments in your light blue TAX files, because premiums may be tax deductible. (Please check with your tax advisor.)

*Want to learn more about this system? See the Filing Freedom group starting October 13.

Next Month

Elements of Style

Survey Results

Wow, 100% of you are planning some sort of home remodeling project in the next year according to last month's survey. If you are taking on a project, check your costs against national averages, and ROI figures.

Please weigh in on this month's survey:
What would you grab if you had to leave your house in a hurry? Click here to weigh in and learn what really goes in a "grab & go" emergency kit.

Join Our Mailing List!

Dear Dan,

I don't know if your definition of a disaster is the same as mine, but I consider it a real problem when we have less than six rolls of toilet paper in the house. Your disaster may be no dinner fixin's in the pantry. Who hasn't turned down a social invitation because their place was a "disaster?"
Well, that isn't exactly what our lawmakers had in mind when they designated September as National Disaster Preparedness month. But it does follow that when we have the little things in our life working well, we are better able to handle the really big and hairy events in our life. Fall starts the hurricane season, fire safety prevention month, and school bus safety campaigns. It's worth taking a few minutes to prepare for upheavals before they happen. Only you can decide what qualifies as a disaster in your life, but I can help you frame it and manage it.

Are you Ready for Anything?

I love the story about the college freshman who wrote home to her parents. She apologized for being out of touch for a while, since her phone was destroyed during the evacuation. But after the dorm fire, she was just glad to have a nice place to sleep. The young man who offered her a safe place to stay turned out to be just wonderful, and she was excited about leaving school to travel the world with him. Of course, they'd only get a few months of travel in before their baby was to be born. She knew this was all going to come as a shock to her wonderful parents, but somehow she knew they were going to be all right, especially since none of the above had really happened. She just wanted to put things in perspective as she explained about her low grades this last semester.

So keep your perspective and act on one or two of these steps below to be prepared for anything. Excuse me as I go to take inventory of my toilet paper...

Sincerely,
Darla DeMorrow, CPO® , owner

Are You Ready For Anything?

...or How to Be Organized Without Really Trying

Teens:

- Role play calling 911. Always be aware of your location. If you had do call 911 from your cell phone, you would need to give directions on your location, since cell phone locations aren't in the 911 database.
- Take a CPR class. It makes you more confident and more employable.
- Help your family by assembling a disaster kit. Take the survey below (left) to get a great checklist for your kit.
- Assemble all of your college application materials starting your freshman year with the organizing system, College Caboodle.

COLLEGE Caboodle — Organize - Apply - Succeed!
For college-bound high schoolers

Parents:

- Have a discussion with your kids about what to do, where to meet, and who to call in a disaster. Remember, house fires are the most likely disaster we in the northeast are likely to face.
- Keep an ID kit for each of your kids. A snip of their hair in a plastic bag and a free fingerprint kit from your local police department, along with a reasonably recent photo takes 5 minutes to assemble, costs you nothing, but offers peace of mind.
- Convert family photos to digital using a scanning service like SaveMyPix. Water damage, humidity, fire, and poor quality containers all degrade precious memories.
- According to www.LegalZoom.com , 7 out of 10 Americans don't have a will. Internet resources have made will preparation easier and cheaper than ever. LegalZoom says most people complete a legal will at their site in under 15 minutes, which is priceless if you have kids.

Homeowners:

- Avoid excessive use of electical cords. If you can't see the outlets, it's probably time to declutter. Ensure cords aren't covered by carpets or clutter, which can cause overheating and fire hazards.
- Buy a simple fire extinguisher and keep it in the kitchen. Make sure your insurance company knows you have one; they may provide a discount.
- Reduce the stuff in your basement, and raise items up off the floor in case of water damage. Plastic bed risers or bricks can raise items just a few inches, preventing costly damage in many cases.

Business Owners:

- Buy and install an on-site and an off-site backup solution for your computer or network. They start at just around $100.
- Request a backup copy of your website, on disk, from your web provider.
- Ensure someone else knows where you passwords are, should you be incapacitated.

About HeartWork Organizing

Our mission is to help you find peace and purpose. 856-905-3202

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