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Becoming Organized

NicheBooklets Series

Niche Content Kit

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Becoming Organized: Make it a Team Effort

Many people have strong desires to get their homes organized. They rightly have concluded that a well organized home will improve their overall lives. Indeed, by living in an organized environment, a person can accomplish more tasks in less time. By being organized, a person is able to have more time left over for leisure and enjoyable activities.

If you share a home with housemates or other family members, it is important that any steps towards any organization be undertaken with other household members. You do not want to undertake an organizational effort on your own and without the assistance and feedback from the other people with whom you do share living spaces. Ask your family members or housemates to participate in becoming organized; else, you end up clearing all the clutter that is not yours.

There are a number of benefits to be realized by working together with other household members in the creation of a better organized home. You can work to make sure that you do not organize items and materials that are not your own or not in need for organization because the manner in which they are structured serve their owner well.

By working together with your housemates or family members to organize a living space, you will end up with a coordinated, well organized home that will serve all of the household members very well. In the end, you will all enjoy the benefits of a neatly organized home.

Through the fruits of your labor, you will all have more time to enjoy those leisure activities that really make life worth living in the final analysis. You will end up with a very livable and functional home that you all will enjoy and be proud of well into the future.

How to Avoid Storage Space Blues

Adequate storage space is the top request on almost every homeowner's personal wish list these days and with good reason – people across the nation are accumulating more and more stuff every day! A typical American family of two parents and two kids can more than fill the average home with books, school gear, work papers, and more

It may seem like an impossible dream to get it all under control, but in reality it's easier than you think. There are some simple actions you can take to keep the “stuff” level in your home well under control and save your sanity in the process!

Cleverly designed furniture can provide unique storage solutions. A large cushioned ottoman may appear to be perfectly innocent – but lift up the top and discover generous empty space inside! That space can be used to store magazines, remote controls for television and disc players, and much more.

Some couches offer the same idea by providing drawers underneath the actual seating section. Copy this design without the big bucks by purchasing long, flat plastic boxes that can slide underneath your couch. Use your new “drawers” to store videos or photo albums.

When you visit a furniture store, look for other ideas by browsing around and noting any unique compartments or storage ideas.

Colored bins can double as clean-up tools as well as storage space. Buy large plastic bins in several different colors and assign one color to each member of the family. If a parent is doing the tidying, then he or she can place items in individual bins for kids to put away later. After tidying, these bins can act as home base for vital items that are part of daily life. Keep them by the front door for the sake of convenience and use children's bins to hold backpacks, coats, or school projects. Rather than dropping book-bags and work folders on the first available surface, put everything in your bin and get rid of the early morning scramble to find that backpack or school book!

Getting Yourself Organized: Organizing Your Space in a Functional Style

When it comes to organizing your work or personal space to increase productivity, you want that space to be attractive and visually appealing. A person naturally works better in a nicely appointed and well organized environment.

However, when all is said and done, a visually appealing work or personal space is not all that is involved in getting yourself organized. In addition, it is imperative that you organize your work or personal space in a functional fashion, in a manner that actually will meet your needs, goals and objectives.

Form follows function. While becoming organized means making your space visually appealing, your space should be able to work for and with you and your lifestyle too.

As you go about designing and organizing your space, you need to think long and hard about what a particular space will be used for on a regular basis. Depending on what you will be doing in a particular space is an important element in your overall efforts to organize an area for productive and efficient use well into the future. Different organizational techniques are needed for the various types of activities and tasks that will be undertaken in any given space or area.

In addition, as you go about organizing space -- for work or personal purposes -- you need to take into consideration your individual desires and the specific way that you operate. Every person has a defined and individual method of undertaking various tasks. To that end, you want to make certain that the manner in which you do organize a space -- again, for either work or personal purposes -- makes sense in regard to your lifestyle and your personal preferences.

Creating Functional and Attractive Storage Space: Making Organization Work for You

Productivity on both the personal and professional front depends on strategic organization. If you are unorganized, your productivity necessarily will drop. A person with a haphazard office or a cluttered kitchen will end up spending a great deal of his or her time shuffling about trying to find this or that. Therefore, it is vital that you take the time to organize your office, home or any other environment in which you find yourself as a prelude to do anything else.

Peg your sights on creating not only functional but also attractive storage space. Simply put, make your organizational efforts work for you both on a practical and a visually appealing level. In that regard, you need to keep an eye out for hidden spaces and for creativity when it comes to undertaking your organizational efforts.

While it may not be easy to recognize, every residential and business environment has hidden spaces that can be converted to perfect areas for storage. As you go about planning and plotting your organizational scheme, spend time really examining the space at hand. By doing so, you will be able to identify what had been hidden spaces that you convert for the purposes of storage. Even if you are able only to come up with some smaller nooks and crannies, you will be surprised as to how beneficial even tiny spaces can be for storage.

In addition to seeking out smaller, hidden spaces, think outside the proverbial box when it comes to developing a strategy for storage in your home or workplace. And, by “thinking outside the box,” you need to literally think beyond storing items and materials in boxes. There are many different and unconventional items that you can use for the purposes of storage. You can utilize items and products that may not be primarily designed for storage.

Through planning and thoughtful consideration, you will be able to develop a perfect plan for crafting and creating functional and attractive storage spaces. In the end, by making the storage and organizational process work for you, you will increase your productivity across the board.

No-Hassle Storage for Tiny Trinkets!

The smallest items often present the biggest dilemma when it comes to storage solutions. Many times the fastest way out is to toss all those small baubles and beads together into one plastic bag or a drawer – but what about when you want one of those baubles back? Storing small things in a large container often only causes problems rather than solving them. Fortunately there are some simple solutions that store your tiny trinkets without driving you crazy!

The best approach to storing small items is to store them in a correspondingly sized bag or box. Use empty ice trays or egg cartons to store trinkets such as charm earrings and buttons, and when you look for a particular item, you will be able to actually find it! This is a particularly good solution if you have dozens of earrings. If possible, hook your earrings together in pairs and then place each pair in one of the cubes of the ice tray or egg carton. You can then place the tray or carton in a drawer and have all your earrings neatly at hand!

For storing beads and other small crafting accessories, try using small plastic storage bowls that are typically used for leftovers from supper. Buy the clear version so you can see exactly what's in each bowl and make sure that the lid seals firmly to prevent any sudden bead explosions. These storage bowls are usually stackable so you can store several bowls on top of each other. When you begin a project that requires some of your stored beads, simply use a small medicine cup to scoop out what you need. Medicine cups are the perfect size to hold smaller crafting objects and take up much less space than a larger storage container.

Storing those tiny trinkets has never been easier!

Find Extra Space in Unexpected Places!

Sometimes your home can have a funny way of feeling smaller than it actually is, especially when you have children and pets. The odds are, though, that the space within your home is not being fully maximized because everyone gets used to daily surroundings and tends to overlook opportunities for change. There's good news, though: extra space is lurking somewhere in your house – all you have to do is find it!

One of the most common but under-used areas in the home is right beneath your staircase. You can use the space under stairs for a home office, a book nook or just more storage space. Any reliable contractor should be able to transform your under-stair area into the perfect space to meet your needs. Whether you add a comfy chair for lounging or a desk for paying the bills, this is a definite win in terms of added space.

Another under-utilized area of the home is the closet. Too often closets are just another space crammed full of clothes, shoes and other items, but with a grand cleaning and some simple additions, your closet can be turned into a charming, well-organized space that delights the eyes. There are plenty of closet organizers available today but the best options are actual units that feature drawers, cubbyholes for shoes, and double hanging rods to maximize the room.

The bathroom also tends to have hidden space that can be transformed. If the sink is simply mounted against the wall, add a cabinet space underneath for extra storage. Mirrored cabinets are traditional favorites for providing extra space while enhancing the feel of the room. You may also want to consider having a shallow cabinet built into the wall for more storage without taking up space within the room itself – this offers a fantastic way to store some of your tubes and bottles without taking over the medicine cabinet.

While it may not seem like much, a few simple changes can add up to big payoffs in added space!

21 Tips on Becoming Organized

1. Install hanging closets and cabinets. This maximizes over-the-head space.
2. Designate a “put-off” corner where you can put everything you decide to put off until you have time to finish or put them back into their original place.
3. Use the space behind the door. Better yet, when starting a house, put in extra space between the door and wall for storage.
4. Install a corkboard in key places in the house: near telephones, near the refrigerator and in the work/study room. This will make it easy for you to pin urgent messages and reminders.
5. Segregate clothes by color and occasion of use. They’ll look neater and finding clothes will be easier.
6. Buy air-free storage bags. These bags are connected into a vacuum so that the stuff inside it is compressed and no air inside takes up precious space. It also looks neater in the closet rather than bulky bags.
7. Maximize double-walls. Ask your handyman how you can make hidden closets out of double walls.
8. Have a nose for recycling. Know what things you no longer use can be made into new things. In case you can’t recycle the item anymore, do not think twice: throw it out.
9. Loosing keys all the time? Get a key finder. If you loose your keys, press the key finder and that will trigger a sound from where your keys are.
10. Put clutter off the trunk, especially heavy ones. Weight adds up to the car’s drag, which adds up to gas consumption.
11. Spill-proof your paper clip and tacks container. Put a magnet at the bottom of the container or at the lid. This works even for vinyl-coated paper clips and push pins!

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12. If you have children, instill in them the importance of becoming organized by setting an example. Simple organizing tasks like putting dirty clothes in the hamper instead of leaving them on the sofa or bed serves as a great example for your kids to follow.
13. Minimize your laundry time by using different hampers for your clothes. Use one for your light-colored clothes and another for the dark-colored clothes. Come laundry day, you won't have to spend time sorting and separating the whites from the darks.
14. Extend the storage capacity of your closets by adding attachments such as hooks and rods on the closet doors, where you can hang your belts, ties, scarves, ribbons and other accessories.
15. Assign a distinct ringing tone on your cell phone for your contacts. Assign a tone for family, friends and office colleagues so you won't have to guess who's calling.
16. Organize and segregate your tools in the house. Avoid mixing small tools with the larger ones. Keep small tools in a smaller toolbox and the large tools in a larger toolbox.
17. Manage the paperwork in the glove compartment of your car. Get an expanding file and write the appropriate labels, e.g., registration, insurance, etc. This will help you avoid the fuss when looking for something in particular.
18. Sorting clothes by use and not color? Color code with the hangers instead: use blue hangers for casual clothes and black hangers for formal wear.
19. Post a list of what's inside on your refrigerator's door. The note will help you identify which food went in first, which went in last or when leftovers need to be thrown away.
20. If you share a bathroom with other members of the family, assign each member his or her own bathroom caddy to put their stuff in. Your bathroom will be more organized and clutter free.
21. Keep all appliance manuals and troubleshooting guides in a big envelope or folder. They will save you from expensive repairs.