



# All Squared Away™

Professional Organizing

November 2011

Vol 1, Issue 1



Organize.  
Simplify.  
Get All Squared Away.

*Happy to be Thankful*

### Greetings!


November brings a change of season and the start to the holidays! It's a time to be thankful for all we have, and spend time with those closest to us.

It also brings America Recycles Day and Clean Out Your Refrigerator Month -- all important to the year as well! We'll share some tips for those days as well as some ways to pursue your happiness this season.



Happy Organizing!


-Julie Mills, Owner, **All Squared Away™**


 [Forward to a Friend](#)

### In This Issue

Clean Out Your Refrigerator Month  
America Recycles Day

[Join Our Mailing List!](#)

 [Follow us on Twitter!](#)

 [Visit our Facebook Fan page!](#)

### Pursuit of Happiness

Happiness, like organization, requires you to live by prioritizing. **Pursuing happiness is not just a given** - it can often take some time and effort to ensure that you're living your best life.

### Clean Out Your Refrigerator Month

It's perfect timing. You're about to do all of the shopping for the holidays, so a jammed-packed fridge is more than likely. Take some time to clean out your refrigerator (and entire

kitchen food stash) before the fun begins!

- **Dump it Out** - Go through and empty out your entire refrigerator, freezer and pantry. Starting from scratch can immediately flag the items that are not needed.
- **Clean** - Organizing is important, but so is cleanliness. Get to the bottom of the dirt and grime below the food items.
- **Label** - How many times do you go to open multiple containers without even knowing the contents? Make labeling leftovers a part of daily life.
- **Use or Lose** - If you're continuously keeping items in the refrigerator/freezer/pantry that go unused, get rid of them! If it's been more than 6-12 months, donate or pitch.



Keeping your food supply safe and clean is important to health as well. Staying up to date on this task will make the holidays much easier too!



- Make time for activities you enjoy - family, friends, a hobby, fitness, etc. The more you make time, the better you'll feel.
- Treat yourself - A lot of hard work can wear anyone down quickly. Schedule some small rewards or treats for a job well done.
- Organize - It's part of everything! Staying organized really does help your quality of life. It saves you time and energy when it really matters, and keeps your life clutter-free!

## America Recycles Day

On November 15, the nation will be part of America Recycles Day. It exists to raise awareness of the importance of recycling, as well to educate others about the cause. You may [visit the America Recycles Day website](#) to take the pledge and learn about the cause.

### Reasons to Recycle:

- **Saves Trees, Our Environment & Wildlife:** Recycled materials ensure that fewer trees need to be cut down - a definite plus for natural habitats of trees and animal populations.
- **Reduces Waste:** Most garbage goes into landfills (where it can stay that way forever), but recycled materials may be reused and utilized in many different ways.
- **It's Simple:** It's really easy to separate your garbage and bring your recycling to a designated area or leave it out (if you have a recyclables collection). The time it

takes to recycle is truly small in comparison to the benefits.

- Volume: Approximately 84% of household items can be recycled.

Institute for Challenging Disorganization

*Check it out!*

The ICD (Institute for Challenging Disorganization) is offering classes to the General Public. Please visit the ICD website for more information:

[www.challengingdisorganization.org!](http://www.challengingdisorganization.org!)

**Free One Hour Phone Consultation\***

*\*First ten people to respond.*

**Limited time only!**

All Squared Away | 714 Venture Drive # 161 | Morgantown | WV | 26508