



## Monthly Organizing Special

Teachers, teachers, teachers!

July is Perfectly Placed's **teacher appreciation month**. If you are a teacher, you will likely be focusing on the following two things this month: 1) getting projects done around the house that you never have time to do during the school year and 2) setting up your classroom for the fall. We'd like to help by offering a home and classroom tip and a 25% discount on our services (yes, we do homes and classrooms) to all teachers during the month of July.

A common home area to tackle during the summer months are the closets. Start with emptying the closet and as you do it, ask yourself if you **use** or **love** each thing you touch. If you can't answer **yes** to at least one of those questions, it should go in a donate bag. Next, sort items into categories by putting like things together. Now it is time to simplify. ie. Will I really use 8 bags of razors and 10 pairs of sheets? Add more to the donation bag at this point. Arrange things on the shelves according to how often you use them. Baskets work nicely for grouping things together. Lastly, label your categories so everyone in the house knows where to put things away when they are finished using an item.

One of the problems many teachers face in the classroom is what to do with all of the **papers**. I've found that setting up a filing system using the language arts or social studies **themes** works well. Each time you get a new idea to go along with that theme, drop it in the file and you will continue to add to your them files each year. Books can also be arranged using these same categories or themes. Use baskets to group them together. Math files can be organized chronologically with how they are taught during the school year and kept in a separate file drawer.

If you aren't a teacher but know someone who is who could benefit from these tips, please feel free to pass it on. Wishing you a productive month of getting things accomplished!

Sincerely,

Susan Stewart  
**Perfectly Placed**

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