

Everywhere you turn they have organizing products on sale.  
**STOP!!** Before you buy more containers and storage systems;  
call Just In Time Solutions.  
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This is the time of year where we stop and take a look at the year that has passed and take a look at what is to come. Maybe this year was great for you, so you are ready to head into 2012 with both feet. Maybe some parts were good and some parts need improving. Or maybe you are just happy to see 2010 go down in history. What ever the case may be, there are many practical, concrete things you can do today to get started on the right track.

## TEN TIPS TO START 2012 ORGANIZED!

1. Put away all holiday decorations in one location. Also pack away with the decorations; tablecloths, CD's, DVD's, serviettes, cards, wrapping and anything that is for the holidays.
2. Purge, sort and set up systems for all your inside storage areas. What you have not used this year, donate to your favorite charity.
3. Clean out files for New Year. - if you have no personal or business filing system give us a call. This is important and it does not need to be elaborate. Take a look at finances and possibly do a budget. Set a financial goal for the year.
4. Are your documents and information prepared if you were to get hurt or die? If not give us a call we have a simple system to get this all in place. Also if you do not have a will, please put this on your priority list for January 2012
5. Prepare all papers for income tax so when the time comes all the information you need is there.
6. Go through the kitchen cupboards and dining room cupboards and get rid of anything you are not using. If you have antique china that needs repaired, get it done so you can use it.
7. This is a great time of year to list those little projects you would like to complete but have not. Go through the projects and put each one in a tote, label and make a list of anything you might need to complete the project; other than time! Then you are all set when that day comes along when you are ready to start.
8. Purge toys and children's games. Get rid of all the ones that they have out grown.
9. Decide what you want to accomplish in the next 2 days, then in the next week, the next month, and overall for the year 2012. Do not make a goal without a plan. Remember "Fail to Plan, Plan to Fail"
10. Above all be true to you are yours.