



Life Simplified

Compassionate Move Managers  
& Organizers

A Simple Guide to  
an Organized  
Home

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## ***1. How do you want your home to “feel”?***

An organized home can make a bad day at the office turn into a relaxing escape from your worries as soon as you walk in your front door. Start to browse magazines, Pinterest, and start to train your eye for the things that make you happy. Things from paint colors to decorative pillows to light fixtures can make all the difference in the feel of your household. It may help to write down a few key words on what you're looking to accomplish, such as “simple living” or “shabby chic” so you can do a quick search while browsing.

## ***2. Map out your plans and projects every week***

Get yourself a good planner and make sure you jot down everything that you need to accomplish on a weekly basis. This includes everything in your life that you have going on or want to have going on – dentist appointments, kids' sports activities, organizing a certain area of the house, trying a new recipe, etc. The key is to have it all written down and mapped out. Review the upcoming week every Sunday and add in things that you've been wanting to do but never found the time to do.

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## ***3. Involve your children***

Make it fun! I know it sounds daunting to involve your rambunctious toddler in helping you organize when he/she seems to always do the opposite, but if you give him/her little jobs to do it can be something that you both look forward to doing together. A few key things to remember when organizing:

- If you haven't used it in over a year, trash it
- If you don't want to trash it, donate it.
- If you use it but it doesn't belong where you found it, move it.

Make sure you have a space for these three separate things when first beginning a room or area. Children typically love to help, especially when you assign them certain jobs – “Can you please put this in the trash pile for Mommy?”

## ***4. Prioritize your home's organizational needs***

Get out a piece of paper and write down every area and every room in your house that you want to organize. Once you have that list complete, number each item in the order in which you'd like to work on them; one being the room or area that you'd like to tackle first, and so forth. Once you're complete, find a space for these items in your planner.

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## ***5. Document how to maintain the organization you've just accomplished***

It's one thing to accomplish organizing a space, but it's another to actually keep it that way. Think about what needs to happen in order for everyone in the house to work together to keep it the way you have just made it. Be sure to share with everyone how hard you've worked on that space and what needs to happen going forward.

Things like:

- "This is our new shoe bin, please put your shoes here when coming inside"
- "All backpacks and coats are to be hung on these hooks"

## ***6. Document things while working on each space and create next actions***

Always have a notepad and pen handy when you begin to tackle a space and be sure to document everything that you come across while working:

- "Purchase shelf liners for cabinets."
- "Ask husband if he still uses this"
- "Should we try and sell this? Look up value on Ebay"
- "Purchase new bedspread. Look while shopping on Saturday."

*Following these six simple steps will guide you to an exceptionally organized and clean home for both you and your family to thrive in. Studies have shown that when your home is organized it can highly reduce stress and anxiety. Enjoy what you've accomplished and start to be proud of your beautiful home!*

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### **Meet Annie Kilbride, Founder & President**



Annie Kilbride is the proud owner & fearless Leader of the team at **Life Simplified, LLC. a Professional Move Management & Organizing Company.** Annie's compassion for others & ability to use time efficiently are apparent the first time you meet her. As a former critical care nurse, she applies her knowledge and ability to connect with others to each job, utilizing her passion and talent to simplify your move, project, even your life.

Over the years, Annie has used her assessment, communication and planning skills to develop Life Simplified into more than just a professional organizing company. She has branched out into the Professional Move Management and Staging arenas. Her ability to use her compassion along with her skills has made her a leader in all these fields.

Annie has also donated her services to local fundraising events that help the community. She has had the gratifying experience of helping two local nonprofit organizations create an amazing donation center for the community in order to provide clothes and food that they would not otherwise have any access to. She has taught at the local community college & local adult school and had many speaking engagements. Annie has even been flown to Key West to help a client, as well as, been interviewed several times on local radio and TV shows & been quoted in several different newspaper articles.

In addition to her organizational talents, Annie strives to educate others. Annie's team helps guide clients through many overwhelming and difficult life altering decision making processes with compassion and absolutely no judgement.

Annie & the Life Simplified Team go the extra mile—she will hang something on the wall, move furniture, pick up supplies, pack her car full of donations. She will even bring all your items to sell, and arrange for all pick-ups, contact auctioneers, eBay personnel and get you fair value for your unwanted clutter. Annie will arrange for the electrician, handyman, junk man, movers, etc. and keep ALL of them on schedule!

Annie & her team are members of National Association of Productivity & Organizing Professionals, Real Estate Staging Association, National Association of Specialty & Senior Move Managers, The Keys Guild, SBO Partner Program & has been voted Best of the Main Line & Western Suburbs by Main Line Today.