



JENNIFER BARNES  
— ORGANIZING —  
Creative solutions for everything!

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## Tip Sheet and Check List

### Setting Up Your Control Center

- ☐ Choose your location
- ☐ Make sure there is a flat work space at the location you chose.
- ☐ Talk to friends, spouse, kids, consultant etc. (They will see things you won't and will also feel involved).
- ☐ Pick your calendar – Web based offers most flexibility.
- ☐ Decide where your “message center” will be – on wall by control center, on counter, on cabinet
- ☐ Pick file categories that fit your family's needs (see below for ‘must haves’ for filing)
- ☐ Use a vertical file holder – See below for my recommendation.
- ☐ Have a garbage and recycling bin nearby
- ☐ Set time to go through files and piles

### Filing Categories

**\*\*Stay away from horizontal file holders – they tend to become fancy piling places**

#### Amazon:

[https://www.amazon.com/dp/B00U6NX1E8/ref=cm\\_sw\\_em\\_r\\_mt\\_dp\\_KHXIFbARPXM1](https://www.amazon.com/dp/B00U6NX1E8/ref=cm_sw_em_r_mt_dp_KHXIFbARPXM1)

1. One for each member of the household (must have)
2. Unopened Mail
3. To Be Paid
4. To be filed
5. Medical 2020
6. Work file

**\*\*Go through a pile and see what categories you have. Make your filing fit you and your family and it will work!**

### Questions to ask when setting up your School Center:

1. How old are the kids?
2. What level are they?
3. How much supervision do they need?
4. What is your home like?

#### School Center Checklist:

- ☐ Location
- ☐ School Supplies
- ☐ Technology
- ☐ Lighting
- ☐ Schedule

### Questions to ask when setting up your Work Center

1. What kind of work do you do?
2. What is your house like?
3. Who do you have at home? What care do they need?
4. Where do you like to work?
5. What time do you like to work/Have to work?

#### Work Center Checklist:

- ☐ Location
- ☐ Office Supplies
- ☐ Technology
- ☐ Lighting
- ☐ Schedule

### On Raising Responsible Children:

We can't teach children to be responsible if we are always responsible for everything.

### On Organizing:

Good organization should breed more independence, delegation and responsibility for everyone, not just more work for the organizer.