

TRANSFORMING COMBAT ZONES INTO COMFORT ZONES

Newsletter – April 2010

As we prepare to celebrate the 40th anniversary of Earth Day on April 22, it is a good time to re-assess our commitment to our planet. This day, which was founded in 1970 by then Senator Gaylord Nelson, started out as a nationwide protest to create an awareness of the impact that common practices of the day were having on the environment. Today the word **Green** is in everyone's vocabulary and in our own ways we are all trying to be more environmentally conscious.

In honor of this event, I will share some ideas to help you to do your part as you organize your home or office. Invariably the following concepts will be an integral part of your ongoing efforts to get and stay organized: **Reduce**, **Reuse** and **Recycle**.

REDUCE

As much as we would like to save trees, it just isn't possible to go completely paperless. However, there are some tools that can help minimize our dependency on paper. For example:

1. **Evernote** This free software can be used on your computer or phone and is great for gathering information for future use. The webpages, pictures, ideas or meeting notes that you collect during the course of a day can be organized for easy retrieval by using a keyword search.
2. **iPEP** Whether you want to reduce the amount of paper or go paperless, this web-based platform enables you to find all your paper documents and electronic files in seconds with a simple keyword search. It also has a project management and project collaboration feature. Click on the free 30-day trial offer button to learn more. (If you sign up, please be sure to indicate that I referred you.)
3. **Doodle** This free online scheduling tool allows a group of people to compare their availability for specific days and to quickly settle on a mutually convenient time to meet.
4. **ManualsOnline** Locate user manuals, how-to-guides, installation instructions and tutorials for appliances and electronic equipment from thousands of manufacturers. Once located, this information can be stored in a free online file cabinet.

REUSE

When re-organizing a space, you'll identify numerous household items, storage containers, clothing, etc. that are keepers and those that can be given away. For those items that will be retained, you will have an opportunity to be creative in

determining the best storage solution. This is the time to think outside of the box and utilize storage containers in non-traditional ways. For instance, use a shoe bag for storing small office supplies in a home office. Here are some additional organizations to consider for those items that will be given away.

1. **Freecycle** This is a grassroots and entirely non-profit movement in which people give and get stuff from each other for free. It was started to promote waste reduction and ease the burden on landfills. It is based on the concept that one person's trash can be another's treasure. Individuals can join a group in their local community for free and immediately begin participating.
2. **LensCrafters** Drop off gently used prescription glasses and non-prescription sunglasses at your local LensCrafters store. The glasses are cleaned, repaired and measured to determine the prescription prior to being delivered to those in need around the globe.
3. **DressForSuccess** Donations of women's business attire are always needed and will be made available to low income women who are seeking employment as they strive to become more self-sufficient.

For some other suggestions, please visit **my website**.

RECYCLE

Our dependency on electronic gadgets in both our work and personal lives is growing daily. As such, many of us have a collection of outdated phones, non-functioning computer equipment and used toner cartridges that need to be addressed. Try one or more of the following options.

1. **Staples** Bring your used computers, monitors, laptops, desktop printers, faxes and all-in-one printers to any U.S. Staples store regardless of whether they were purchased there. You will be charged a \$10 fee to cover the handling and processing of all equipment with the exception of Dell products. Ink and toner cartridges are also accepted and will be recycled.
2. **Earth 911** This organization maintains a database of over 100,000 recycling locations across the country. Their information is collected from local governments, industry insiders, organizations and everyday consumers and will help you identify the appropriate means for recycling everything from packing peanuts to computers.
3. **Collective Good** If you have spare cell phones, smart phones, PDAs or iPods to recycle, this is the one stop recycling destination for them. Their cell phone recycling programs support charities nationwide and they have thousands of local drop-off points to facilitate the process.

Have a productive (and **Green**) month!