

ORGANIZATION: LIFESTYLES

Feature Writer Andrea Dady Managing Story Editor Peter A. DiPersio

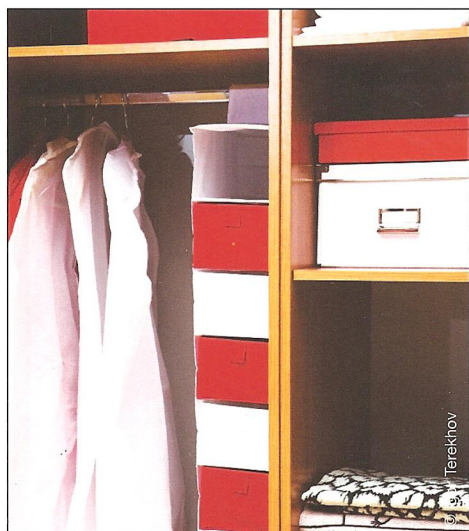
Kate Altieri
PROFESSIONAL ORGANIZER

COMPANY NAME: *Organizing Boston*
WEB SITE: *www.organizingboston.com*
OFFERING: *expert home & office solutions*



Spring has sprung. It's time to clean out winter's accumulations of clutter and get organized. For many of us — shoppers, collectors, borderline hoarders — the task can seem overwhelming. We're busier than ever and stretched to our limits. We just don't have endless days to spend reorganizing our homes top to bottom. The trick, according to professional organizer Kate Altieri of Plymouth, MA, is to take it one small step at a time. Her number-one tip? Regularly set aside 15 minutes to clean out one drawer, one cabinet, one shelf, a corner or a closet. Sort mail as soon as you bring it into the house — have a place to collect bills that need to be paid, file those that have been paid and throw away or recycle unnecessary items immediately. Otherwise, your home can get buried in paper clutter.

Still overwhelmed? Why not consider hiring a professional organizer? Most, like Kate Altieri, are members of the *National Association of Professional Organizers* (www.napo.net) and have extensive experience in dealing with virtually every organizational issue. They're trained at helping people learn skills to achieve their goals and understand the roots of their organizational problems.



Kate suggests avoiding dumping grounds. And make a pact with yourself that you're going to deal with the mail (and other paper products) before the end of each day. That way, you won't end up with a pile on the dining room table... and important documents won't get misplaced.

“Tackling organization challenges is best done a little at a time. Organization experts can help you get started and see you through the entire process.”