



Recommended Reading

These books will help you understand the concepts behind "Professional Organizing" and give you ideas of what I can do for you and what you can do for yourself. If you have read any other organizing books, that you would recommend, please send me an email and I will add it to this list.

The Organizing Cheerleader - The Busy Person's Guide To Getting and Staying Organized. (DVD).

By Karen L. Kenney

Organized to be the Best

By Susan Silver

Organizing from the Inside Out

By Julie Morgenstern

Time Management from the Inside Out

By Julie Morgenstern

The 7 Habits of Highly Effective People

By Stephen Covey

First Things First

By Steven Covey

Organize Your Home

By Ronni Eisenberg with Kate Kelly

Organize Your Office

By Ronni Eisenberg with Kate Kelly

OrganizingWORKS!

Karen L. Kenney

"Your Professional Organizer"

www.organizingworks.net

Karen@organizingworks.net

781-275-8915



Preferred Vendors

<p>AFLAC Mark Gangone 29 Crafts Street Suite 550, Newton, MA 02458 617-658-1822 mark_gangone@us.aflac.com Supplemental Insurance to help offset the cost of co-pays, deductibles and other expenses that arise due to illness or injury.</p>	<p>Living Waters Center of Hope 10 Kirk Street Lowell MA 01852 www.livingwaterslowell.org info@livingwaterslowell.org 978-323-4673 Helping folks. See how you can help. Donations, clothing drives, food, toilettes needed.</p>
<p>Bedford Chamber of Commerce Town Center Building 12 Mudge Way Bedford MA 01730 781-275-8503 www.bedfordchamber.org www.bedfordisbusiness.com A great chamber to belong too!</p>	<p>Lowell Spinners 450 Aiken Street Lowell MA 01854 978-459-1702 www.lowellspinner.com (A great place to advertise)</p>
<p>Bedford Recreation 12 Mudge Way Bedford MA 01730 www.bedfordma.gov/recreation Great place to "teach" what you know. I teach organizing classes here!</p>	<p>Middlesex West Chamber of Commerce 77 Great Road, Suite 214 Acton MA 01720 978-263-0010 www.mwcoc.com Another great chamber to belong too!</p>
<p>Buddy Dog Humane Society 151 Boston Post Road Sudbury MA 01776 978-443-6990 151 Boston Post Road (Rt. 20) Sudbury, MA 01776 (978) 443-6990 www.buddydoghs.com/wish-list/ They can use used towels, blanks. Check out their wish list above</p>	<p>Mission of Deeds 6 Chapin Avenue Reading MA 01867 http://missionofdeeds.org/contact.html Household items, linens, furniture and other items. Get list of items needed from the website!</p>
<p>Cartridge World 8 Cummings Park Drive Woburn MA 01801 781-939-3105 (Recycle your ink cartridge, purchase new ones, protect the landfills)</p>	<p>Oak Street Embroidery Lee Colbert Tewksbury MA www.oakstreetemb@aol.com www.oakstreetembroidery.com I love my shirts! I look so PROFESSIONAL!</p>
<p>Carriage House Café and Bakery Dana Strayton 200 Great Road Bedford MA 01730 781-275-0095 Carriagehouse200@comcast.net Yummy - Yummy FOOD and Pastries!</p>	<p>Next Level Promotions Melissa Merola, Project Manager 500 West Cummings Park, Suite 2800 Woburn, MA 01801 (P) 781.933.4660 (F) 781.933.4655 mmerola@wesellvisibility.com www.wesellvisibility.com</p>

<p>Clark University SBDC 950 Main Street, Worcester MA 01610 508-793-7615 www.clarku.edu/offices/sbdc Terrific classes offered to small business</p>	<p>Office Essentials (Virtual Assistant) Sharon Donahue 781-938-0945 www.officeessentials.us Check out her website</p>
<p>Clothing Collaborative of Goodwill's for Job Trainees makes available business clothing to male and female job seekers who participate in Boston-based job training and placement programs to assist them in their efforts to obtain and retain meaningful employment. Clothing is provided free of charge. For more info go to: http://www.goodwillmass.org/programs/clothing-collaborative-for-job-trainees.html</p>	<p>Drowning in Books? Reading Tree is now part of Discover Books http://discoverbooks.com/index.php/how-it-works They Resale, Redistribute, Recycle books across the country. Also check your local libraries normally have a "Friends of Library".</p>
<p>Clever Bride Consignments 410 Washington St., 2nd floor, Holliston, MA 01746 617-501-2597. http://www.cleverbrideconsignments.com/ (mother of bride, wedding dresses)</p>	<p>Salem State College Enterprise Center at Salem State College 121 Loring Avenue Salem MA 01970 978-542-6343 www.salemstate.edu/sbdc Terrific classes for small business</p>
<p>Emmanuel College 400 The Fenway Boston MA 02115 617-735-9700 www.emmanuel.edu Going back to get your degree</p>	<p>SBSB Small Business Service Bureau, Inc 800-343-0939 www.sbsb.com (Health and Dental insurance for small business)</p>
<p>EX DEX Computer Service Upgrade & Repairs Thomas Dunnigan and Lorraine Wu 781-935-9432</p>	<p>St. Jude/Recycles used and new Greeting cards Check out their website. https://stjudesranch.org/?s=recycled+greeting+cards Donated cards can be sent here: St. Jude's Ranch for Children Recycled Card Program 100 St. Jude's Street Boulder City, NV 89005 -</p>
<p>The Exchange 19 Blake Street Northborough, MA 01532 508-466-8504 Formal ware consignment http://www.exchange-boutique.com/</p>	<p>Set Your Sites for Growth Jennie Ankney Phone: 1-617-688-8111 Email: jankney@setyoursiteforgrowth.com Website: www.setyoursiteforgrowth.com</p>
<p>Facilitations Promotional Items 3 Post Office Square Acton MA 01720 www.facilitations.com</p>	<p>TD Bank 175 The Great Rd Bedford MA 01730 781-275-7410 800-747-7000 www.tdbank.com</p>

<p>Grow a Strong Family www.growastrongfamily.com If you could use some help with an issue in your family or perhaps a workshop. Check out the web site. Parenting help, coaching, interventions. All sorts of resources.</p>	<p>Woburn Adult Education Woburn High School 88 Montvale Ave Woburn MA 01801 Liz Miller 781-937-8210 x315</p>
<p>Help Around Town www.helparoundtown.com info@helparoundtown.com Your community job and bulletin board. Find help for home, child care, pet care. Post a job or advertise your business.</p>	<p>Web Vortex Web Design & Internet Biz Promotion Jim Voymas 617-968-1048 www.webvortex.biz Jim is pleasure to work with. Always helping!</p>
<p>HGRM (Household Goods Recycling of Massachusetts) Helping People Make a Home 530 Main Street Acton MA 01720 http://www.hgrm.org/index.htm</p>	<p>UPS Store BEDFORD MA Attn: Monica and Mostofa (M&M) 101 Great Road Bedford MA 01730 781-271-0107 Best Service for printing, shredding, shiipping and packing. They know their stuff. Always helping! Love them!!</p>

The Vendors on this page are vendors that I actually use. Many of them have helped me grow my business and I wish to return the favor!

Coordinated Senior Solutions:

Today the population United States of American is turning 65 years old...

Every day for the next twenty years ten thousand adults will turn 65 years of age. This segment of our population totals almost 70 million Americans joining the ranks of an already large existing senior population. As the community of older adults ages they will be seeking services to help them live a long, safe, and comfortable life well into there 80s, 90s, and even into their 100s.

We are small group of business owners northwest of Boston who have worked as individual businesses have been drawn together by the common goal of serving the senior communities. These individual businesses decided to form a group with the purpose of combining our services and talents to serve the senior population. This group is called **“Coordinate Senior Solutions”** with our combined knowledge, skills, and distinctly different businesses we can help seniors find the necessary resources within our group to work with them and help them with every service they may need.

For many whether it is the senior adult, a family member or a caregiver when a sudden need to find services arises many ask who do I call or turn to for help? Our combined businesses cover every need from home organizing, moving companies, and real estate, reverse mortgages, in home companions, accessibility construction, durable medical equipment, incontinent supplies, and visiting nurses.

Adamsky Law Offices: Edward Adamsky

Attorney Edward Adamsky has been assisting families with the difficult issues of Aging and Disability since 1992. He helps families, couples, and older individuals with: Estate Planning including Wills and Trusts; Disability Planning using Powers of Attorney and Health Care Directives; and Elder Law, with Care Planning, Asset Preservation, and Public Benefits Planning. Attorney Adamsky is licensed to practice law in Massachusetts and New Hampshire. Our office is located in a beautifully restored Victorian home on Middlesex Road in Tyngsboro, Massachusetts that is accessible to those with disabilities. We are minutes from Lowell and Nashua.

PH: 978-649-6477

Website: <http://adamskylaw.com/>

Comfort Home Care: Patricia Bergin

We are a skilled in-home nursing agency that specializes in providing comprehensive medical and psychiatric nursing services. We provide a full range of physical therapy, occupational therapy and home health aide services to complement our nursing care plans. Using our unique team approach to care for the geriatric population, we help to ease the burden on families. Our staff acts as community case managers to help guide you and your family through the complex health care system.

PH: 978-685-4700 Website: Please call.

CSS members continued on next page...

Sage Bank: Ron Abisi

A reverse mortgage can be an effective tool for improving the quality of life and remaining financially independent. Common uses of a reverse mortgage are to receive additional monthly cash, payoff a mortgage or other debts, home improvements, or just having the peace of mind knowing emergency funds are available. However, it is not a decision to be taken lightly. It's important to work with an experienced mortgage specialist who will help you assess your unique situation to determine if a reverse mortgage is right for you. I have 20+ years experience in the Mortgage Industry. Please contact me today for your free educational consultation. Thank you. It's a Good Life!
PH: 603-765-2231 (cell); 978-957-0020 (office)
Website: Please e-mail RAbisi@SageBank.com

Eagle Strategies LLC: Daniel St.Jean

Financial planning involves accumulating, distributing and protecting your money. Financial decisions can be complicated and confusing. If you need guidance on planning for future guaranteed income, long-term care planning or how to protect your money, our financial planning services will directly benefit you.
PH: 978-681-4305 Website: <http://www.strategicinsurance.biz/>

ElderCareSmart: Kathleen Scribner, RN, MPH

As we age the right mix of healthcare and support services is key to quality of life. ElderCareSmart provides RN directed geriatric care management. We help you navigate the complexities of healthcare. We coordinate your care needs among multiple medical specialists. We accompany you on doctor's appointments. We advocate for you with physicians, insurers, hospitals, and senior living communities. Find out how nurse coordinated care management can make a difference in your life.
PH: 978-474-4740 Website: <http://www.eldercaresmart.com/>

Geriatric Assistance, Inc.: Doreen Correnti

Incorporated in 1988, Geriatric Assistance, Inc. is a privately owned and operated home health care agency providing quality and cost effective in-home services to seniors and handicapped adults in the Merrimack Valley and the North Shore. Services are provided twenty-four hours, seven days a week. They include personal care, dementia care, incontinent care, live-in, homemakers, transportation services, case management and assistance in long term care placement to nursing homes and assisted living admissions.

We are conveniently located with offices in Saugus and Andover, MA and can be reached 24 hours a day.

PH: 978-470-2333

Website: <http://www.geriatricassistance.com>

CSS members continued on next page...

Natale Company & SafetyCare: John Natale

Is a family owned business offering services to make a senior or disabled persons home a fully accessible and safe place to live in. We install Grab bars, handrails, shower chairs and all durable medical equipment into the home. We build wheel chair ramps, widen doorways and build fully accessible bathrooms.

PH: 781-933-7205 Website: <http://www.safety-care.com/>

Organizing WORKS! (Karen Kenney)

A professional organizer helping folks get organized, whether it be downsizing, moving, or dealing with the onslaught of papers coming into our homes each day. Karen can help you eliminate the things you no longer want or need. Making space for the things you use every day! Services like storage ideas, filing systems, closet organizing, shopping & meal planning and many more.

PH: 781-275-8915

Websites: www.organizingworks.net or www.theorganizingcheerleader.com

List of Items and How Long to Keep Them

Sources: "Taming the Paper Tiger", Barbara Hemphrill
"Organizing for Inside Out", Julie Morgenstern

Auto Records (titles, registrations, repairs) -for as long as you own the vehicle (s).

Appointment Books (past) 1-10 years, according to your comfort level and whether you use them for tax purposes, reference or memorabilia

ATM Slips - maximum of 7 years if needed for tax purposes

Bank Statements - maximum of 7 years if needed for tax purposes

Catalogs & magazines - until the next issue arrives

Dividend payment records - until annual statement is supplied by company, then just the annual statements

Household inventory and appraisal - as long as current

Insurance policies - (auto, homeowners, liability) as long as statute of limitations in the event of late claims

Insurance policies - (disability, medical, life, personal property, umbrella) as long as you own

Investments (purchase records) - as long as you own

Investments (sales records) - maximum of 7 years for tax purposes

Mortgage or loan discharge - as long as you own, or 7 years after discharge

Property bill of purchase - as long as you own the property

Receipts

Appliances - as long as you own item

Art, antiques, collectibles- as long as you own

Clothing - for the length of the return periods, unless tracking household budget

Credit card slips - until statement comes and you can match your purchases

Furniture - as long as you own home, in case repairs are needed

Home Improvement - as long as you own home, or 7 years after sale

Household repairs - for life of warranty or longer to track reliability

Major purchases - life of the item

Medical and tax-related - maximum of 7 years

Rent - your canceled check is sufficient

Utility Bills - current bill and one previous year's to check billing patterns

Warranties and instructions - life of warranty or items, stick a label with warranty expiration date and service repair number on bottom of appliance. If something breaks down, you've got an easy way to check if the item's still covered without even having to go to your file drawer.

Resume - as long as it is current

Safe Deposit box and key & inventory - as long as current

Tax records - (bank statements, canceled checks, certificates of deposits, contracts, charitable contributions, credit card statements, income tax returns, lease and loan agreements, loan payments books, pension plan records, pay stubs) - current year, plus 7 prior years

Vital records - (adoption papers, birth & death certificates, citizenship papers, copyright/patents, marriage certificate, divorce decree, letter of "last instructions" to executor or heirs, medical illness and vaccinations records, passport, power of attorney, social security records and wills) permanently

Appendix

<http://www.organizingworks.net> - my web site

<http://www.theorganizingcheerleader.com> - my DVD web site

<http://www.napo.net> - The National Association of Professional Organizers

<http://www.napo-newengland.com> - NE Chapter of Professional Organizers

Organizing Ideas and Catalogs (800 numbers and web sites)

Get Organized	800-803-9400	www.Shopgetorganized.com
Lillian Vernon	800-545-5426	www.lillianvernon.com
Holdeverything	800-421-2264	www.holdeverything.com
Target		www.target.com
Franklin Covey	800-603-1492	www.franklincovey.com Stores in Prudential, NOT OPEN SUNDAYS
Staples	800-333-3330	www.staples.com
Current	800-848-2848	www.currentcatalog.com
The Container Store	Natick/Chestnut Hill	www.containerstore.com
Ikea	Stoughton	www.ikea.com

Charities

Big Brother Big Sister Foundation (will pick up)	800-483-5502
Morgan Memorial Goodwill Industries (won't pick up)	617-445-1010
Salvation Army (will pick up)	800-958-7825
Vietman Veterans of America (will pick up)	800-775-8387

Many charities will pickup at your home. Check your local yellow pages as well.

Books

Do you have to many books? Need to get rid of some books?

Hands Across the Water is a charity that sends books to other countries. Check out this website at www.surplusbooksforcharity.org or call 781-438-4051. It's loaded with information on types of books, drop off locations and other information.

There is another company called Got Books, they will also pickup your books.

Visit www.gotbooks.com or call 978-396-6021

Closet Vendors in Boston Area

Boston Closet Company	800-854-2419	Free estimates	www.bostoncloset.com
California Closet	800-225-6901	Showroom in Natick	www.calclosets.com
Closettec	800-477-3277	Free estimates	www.closettec.com
ClosetCraft	800-649-0313	Free estimates	www.members.aol.com/closetcraf
Closets By Design	800-293-3744	Free estimates	www.closetsbydesign.com
Closetscomplete	800-696-3919	Free estimates	www.closetscomplete.com
Closet & Storage Concepts	508-553-3550	Free estimates	www.closetandstorageconcepts.com
Cozy Closets	888-269-9003	Free estimates	www.cozyclosets.com
Classic Closets	877-closetz		www.classicclosetsofandover.com

Storage Companies

Axcess Mobile Storage	866-757-8673	www.axcess-storage.com
Door-to-Door Storage	866-872-2114	www.doortodoor.com
Gentle Giant	617-773-6404	www.gentlegiant.com
PODS	888-776-pods	www.pods.com
Public Storage	800-447-8673	www.publicstorage.com
Storage Unlimited	781-273-1800	www.storageunlimitedne.com

Junk Mail issues

To receive a free "Junk Mail Reduction Kit", contact me 781-275-8915. The Department of Environmental Protection Consumer Waste Reduction Program put together this wonderful kit. Website: www.mass.gov/dep/recycle. It has some great information on eliminating junk mail. Within 3 months you should see a significant change in the amount of junk mail you are receiving. Stop junk mail at the source!

Catalogs/Unwanted Catalogs

Visit the website www.catalogchoice.org. Save a tree and eliminate those you don't read anymore. And pick new ones that maybe you would like to receive.

Pre-Approved Credit Card Applications

To stop pre-approved Credit card applications call 888-567-8688. Follow the prompts.

Preventing Identity Theft

There are a many companies to help prevent Identity Theft. I use Prepaid Legal Services. They have special program called Identity Theft Shield that monitors your accounts and lets you know if something is going on. To get information contact Pam Brigham at pambrighamplsi@charter.net. Let Pam know I gave you her name. She can explain the program.