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Linda's Organizing Tip for July 2007:

A Toolbox is Handy to Have Around!

In order to be organized, things need to be where you use them. Sometimes this means installing a hook here or a shelf there where there isn't currently one. Plus, I always have little jobs around the house that I want done; hanging a picture, loosening a sticky door knob, tightening drawer pulls, etc. I used to avoid these tasks (or have to wait for help) because I never had the required tools handy and I did not feel like running to the downstairs workshop to hunt for what I needed from my husband's tool bench. I found this frustrating.

I finally realized that what I needed was my own set of tools, (labeled as mine, of course) kept upstairs, so I could use them whenever I needed and always count on them being there. So, I purchased a [small, inexpensive box](#) to tote tools in (this link shows a 19" size, a little larger than my 15½"). Make sure whatever one you buy closes and latches tightly and easily. I like the kind with the storage compartments built into the top, so that I can keep nails and screws.

Here are the contents of my toolbox:

Many of these items can be purchased at the dollar store

- 4 in 1 screwdriver (with small & large, Phillips & regular heads—look for it near the checkout end cap of the hardware store)
- Small hammer
- Adjustable wrench
- Metal measuring tape
- Safety glasses
- Small level (to use when hanging pictures)
- Knife (retractable)
- A [basic cordless drill](#) (with charger)—the charger fits in my box, but not the drill. I just keep that next to the box for when I need it.)
- A small assortment of drill bits (for hanging hooks which require anchors—in drywall)
- WD40-pen size; for loosening stuck/tight metal things, and removing sticker adhesive
- [Plastic zip ties](#) (short and long) great for tying things together that you want to stay put, such as replacing a broken luggage strap or tying up a plant to a stake.
- An assortment of short and medium nails, screws and anchors (small and medium)
- Plastic zipper baggies (snack and sandwich size)
- Scissors
- Black Sharpie marker
- Pencil
- [Velcro One-Wrap® Straps](#); very useful for wrapping cords which are too long. These are easy to undo and redo, making them ideal for cords of appliances that are used often (this link shows colored straps-- I prefer black/gray- which I found at the local store)

Plastic screw anchors are easy to install in a drywall wall. It is simplest to purchase the kind which come in combination with the properly sized screws. Note the size of drill bit needed, it should be just a little smaller than the diameter of the anchor so it grabs when pushed in.

Mark the place where the hole is to be drilled with a pencil, tape a plastic baggie underneath and drill the hole. Push the anchor in (use gentle hammering if needed), then screw the hook into the wall. That's it! You're done!

If you are in the Buffalo, NY area and have tasks which are larger and require the help of a handyman, consider Don Conti, of [Conti's Handyman & Snowplowing](#); (716) 361-2231 or Jim Lyon of [Case Handyman](#); 839-6020.

If you need help with any organizing project, call Linda 631-5619.

*Please forward this tip to those you know who may be interested in organizing services.
If you have ideas or questions that could be the basis of future tips, please share.
I like to write about things directly relevant to my readers.*

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