



**Linda M. Groat, M.A.**  
Professional Organizer & Life Coach  
Simply Back to Basics  
*Providing Customized Solutions for Life Situations\**

*Get it Together! Keep it Together! Let Linda Help!*

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## **Linda's Four Quick Tips for February 2008:**

### **Buying Books:**

I just learned about this site, where you put in your Zip Code to scan the inventory of all local Borders and Waldenbooks in your area to see if they have the title you are looking for. If not, you can request it to be ordered. Borders will send you an e-mail when it arrives and you can pick it up. You can add the local stores to your list and whenever you search a specific title, it will search them all! Great time saver! (I personally like to borrow from the library for most of my reading - even about organizing ☺ - as I don't like to store the books long term. There are, however, times when owning the book is very helpful.)

<http://tinyurl.com/aee96>

### **Tiny URL:**

When you want to send a very long web address to someone, you can shorten it like the one above. Highlight the address; go to [www.tinyurl.com](http://www.tinyurl.com) and paste it in the form. It will create a "tiny URL" for you to cut and paste into your document. It's quick, easy and free! Bookmark the site on your favorites for quick access.

### **Housekeeping:**

I encourage clients to keep hand-held vacuums handy in various places in their homes. Having one on each floor of the home, near the laundry room, kitchen, bathroom, etc. is very helpful for quick pick-ups. Mount them on the wall, in handy spots like hallways, where they can remain plugged in and charged and ready for business. Kids will be able to quickly do pick-ups too, when they get cracker crumbs all over the floor or knock over the catnip filled scratching post (like what happened in my house yesterday ☺). This is the one I have. It's easy to empty and very reliable. <http://tinyurl.com/3blg7h>

### **Laptop Computer Desk:**

I have an office upstairs, but I like to work in kitchen on my laptop while my kids are working at the table on their homework. I used to keep moving my laptop off the table to another place when it was time to eat which was difficult if I was in the middle of working on something, so few weeks ago, I bought a mobile laptop cart and I just love it! It is so handy to roll out of the way when I don't need it, and it can be raised to different heights, which makes it very comfortable to sit at. <http://tinyurl.com/2jo8sq>

If you need help with organizing, simply call Linda.

***These tips are for sharing!***  
***Please forward to others interested in organizing ideas.***

I welcome all feedback about these articles. Please feel free to e-mail me anytime.  
Unsubscribe by sending me an e-mail with "No Thanks" in the subject line.  
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I would appreciate an e-mail saying how the info was used. Thank you.