

GET IT (ADVICE) TOGETHER

It's 2014—the year you're finally going to clean your closets, rearrange the garage and keep track of all your appointments.

Not sure where to start?

Here's advice from members of the National Association of Professional Organizers' South Florida chapter.

Laura Johnston of Clear Desk Organizing in Palm Beach relies on Planner Pad agendas (plannerpads.com). Her tip for getting organized: "Keep your to-do list on top of the page and your appointments at the bottom so that you remember to keep appointments with yourself."

Ximena Lopez of Zensible Organizing, LLC in Weston uses a waist pouch (found in many retailers), which helps her be efficient and save time when working with clients. "I carry all the little tools I might need handy such as measuring tape, a level, pencil, marker, flashlight, Post-it notes, scissors, plastic ties, stapler, staple remover, clip and rubber bands."

Barbara Powell of Navigate Your Space in North Miami utilizes iPhone and iPad apps, including Freshbooks (freshbooks.com), iRecycle (irecycle.com) and Workflowy (workflowy.com). "It's like having a personal assistant with you everywhere, since most of us have our phone or tablet within reach at all times."

Kelly Barber, founder of MelnOrder.com and NAPO president, uses 3M Command Hooks for utensils in the kitchen, hair dryers



Kelly Barber



Barbara Powell

in the bathroom and hats for the closet. "(They're) perfect for organizing," she says. "They're a very versatile product that can be used anywhere in the home."

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