



Star Hansen's
SIMPLIFIED SPACES

Jump into **Green**
 this Spring!

Greetings!

Let's get green! If you're Irish, you may have already done it this month, but no, I don't mean drinking green beer this St. Patty's Day. I mean doing a little bit to make this world a cleaner, more habitable place. With so many things we can do, it can be overwhelming to know where to start, so I've compiled a little list to help you both de-clutter, and start going green.



One thing to keep in mind, similar to de-cluttering, going green is not always convenient. You're not going to get green by doing what you've always done, just like you're not going to get un-cluttered by doing what you've always done. If you want to go green or get clutter free, you have to make a decision to do a few things differently. I'm not saying change everything, but pick one thing at a time and do it to the best of your ability, celebrate your accomplishments and then move on to something else. Take one step at a time and celebrate every square inch you move! Try to have as much fun as possible in both going green and de-cluttering. Life is meant to be fun, so enjoy it!

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- ***Our New Website***

Quick Links

- **The NEW Simplified Spaces Website**
- Greendimes.com
- ereadable.com
- booksonboard.com
- [Caspian Services](#)

[Join our Mailing List!](#)

10 Easy Ways to De-Clutter & Go Green



1-Unsubscribe To Junk Mail

There are many services available but I love greendimes.com because they'll stop your junk mail and plant 10 trees for you!

2-Be Printer Savvy

Use both sides of the paper when you print. Most computers and printers will allow you to print double sided documents. Go into your "properties" when you print and you can easily find the double sided feature. You can also adjust your page margins to include more text on every page you print.

3-Become An On-line Reader

Read your favorite books, newspapers and magazines on-line. When reading books on-line, some sites even offer you the option of changing how you view it (if you need larger print) and you can even take notes on the page as you read your book. You can download the books to your desktop, laptop, or handheld device. Take a look at ereadable.com or booksonboard.com to start browsing. Talk about instant gratification!

4-Go Paperless

Sign up for on-line banking, statements and bill pay. Opt to have "paperless" billing. Most billing companies, such as your water, cable, credit cards, banking, etc will send your monthly statement to your e-mail box, instead of sending you a paper bill every month.

5-Use And Re-use Scratch Paper

Recycle your partially printed pages by giving them a second life as either scratch paper or printing on their back side. You can use scratch paper for printing drafts, notes, emails, directions, etc. Make sure both sides of a paper have been printed on or written on before you send it to the official recycling bin.

6-Be An Efficient File Keeper

Have a paper filing system that works for you so you can find the documents you printed instead of needing to re-print the same documents over and over. Create categories and sub-categories that YOU can remember and easily navigate. Constantly tweak your filing system so it is up to date and fully functioning.

7-Think Twice Before You Print

Before just printing off something you think you really need to print, take a moment to think about how much you REALLY need to print this. Why is it so important? When will you need to look at it? How often and from where do you need access to it? Is this something you can write down in your schedule, or in a word document, or in your journal? Save yourself some clutter busting down the road by taking time to evaluate how important it really is.

8-File Documents On-line And On Your Computer

Create a file system within your e-mail system, as well as for the documents in your hard drive. Create files and sub-files so that you can easily access what you need to see, and not have to print anything out. When you keep files stored in your e-mail, you can read these from almost any computer.

9-Get Into Scanning

Scan documents and receipts onto your computer or hard drive and then shred the hard copy. This will make it easy to catalog, easy to e-mail, yet still available to print if the need ever arises.

10-Get Creative And Recycle The Non-Recyclable

Shred non-recycling paper with a crosscut shredder and then use the shredded paper as packing material.

How We Can Help: Safety and Preparedness



our other helpful

services.

You probably know of our basic clutter clearing and organization services, but Simplified Spaces can give you so much more than just an organized & clean home or office. We want to help you on your path to living the life you truly desire and deserve. A life that is filled with less hassle and more of whatever makes YOU happy! Every month we will spotlight one of our many services so you know how we can best serve you and make your life easier. Check out our new website for all

This month, we'll be telling you about our **Safety & Preparedness Services**. We can help you to set up emergency preparation kits, create household safety routines and annual home check-up's to make sure your home is in tip top safety shape. We we also help you create master lists to help you be prepared for travel, school, or just your daily routine. A little preparation goes a long way in making your life run smoothloy and joyously!

Our New Website is Up and Going!!!

Yay and hurray! The new Simplified Spaces website is live and ready for your viewing pleasure. Thanks to [Caspian Services](#), we have a fun, fresh and much more "us" site. Please take a look and pass it along to anyone you think may enjoy it!

www.simplifiedspaces.org

Happy greening! I hope this helps you all in your journey to simplicity. As always, feel free to reach out with questions, tips or updates on how you're doing.

Simply and greenly yours,

Star Hansen
and
the Simplified Spaces Team

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