

# North County News

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## Monkton woman helps get your stuff together

By Pat van den Beemt

If your New Year's resolution is to get your home or your business better organized, there is a new enterprise that can help you keep your pledge.

"Absolutely Organized" is a professional organizing service begun earlier this year by Monkton resident Kathy Trezise. She works directly with homeowners and small business clients who want to sort out their houses, offices, files, or financial records.

Whether it's a garage that no longer has room for a car, or a shoebox crammed with receipts that make tax time a nightmare, Absolutely Organized can create order out of chaos.

"I love to organize things and wanted to come up with a home-based business idea," Trezise said. "After I organized my own house, a friend begged me to help organize the financial records of her business. That was the beginning of Absolutely Organized."

Her clients range from homeowners who have Trezise organize their checkbooks and kitchens, to businesses where she sets up new filing systems and suggests new office procedures.

"Kathy has actually helped me with my personal life," said Tony Ondrusek, who owns and publishes the Insurance Advisor Monthly newspapers, two regional insurance industry publications. "I've begun to see where there are a lot of parallels. She not only helped organize my office and filing system, but she helped me set priorities to achieve goals."

Ondrusek learned about Absolutely Organized when he and Trezise, who attend the same church, worked on a Habitat for Humanity house in Baltimore this summer.

After visiting his Hunt Valley office several times to see his company's strengths and weaknesses, Trezise revamped the filing system, among other things.

"I call her a facilitator or coordinator," Ondrusek said. "We get so bogged down by the everyday things we have to do, it's hard to see what our real goal is. Kathy's good at helping me be prepared."

For financial and record-keeping, Trezise uses several computer programs to input information. Once she has records up-to-date, clients can choose to continue with her services or opt to do their own data entry.

"Once people have their records organized, they can see where their money goes and exactly when each month they need to pay bills," Trezise said. "I'm not a financial advisor, but when their records are organized, they can keep better track of their money."

For people who want their houses organized, Trezise visits them to learn more about what it is that prompted them to call her.

“People are so busy, it’s easy to feel overwhelmed,” she said. “I feel I can make their lives easier by sometimes doing something as easy as setting up a mail system.”

Her common sense approach includes ideas like creating folders, baskets or boxes for the incoming mail. Instead of dumping it into a pile on a kitchen table – and seeing that pile grow daily – Trezise’s plan has a client sort mail into folders for bills or action items like social invitations.

She’s tried out many of her ideas in her own home. She installed bookshelves in her office and filled them with books and magazines that are categorized by subject.

Now, when she needs to find a novel, an old college textbook, a business book, or even one of her son’s National Geographic magazines, she knows just where to look.

When her garage became cluttered, she spent a day sorting out the sports equipment, lawn and garden tools, and automotive supplies. With new shelves, plastic containers and wall hooks – each labeled – her garage once again has room for cars.

Trezise offers her services in Baltimore County and Baltimore City and charges an hourly fee. She has catalogs, filled with every type of container, shelving unit and cabinet to hold the newly organized items.

“It’s amazing how much time people spend looking for something,” she said. “Being organized can make everybody’s life less stressful.”

*For more details about Absolutely Organized, call Trezise at 410-329-3300.*