



17 Expert Organizing Tips for Home and Work

Being organized saves A LOT of time and money, reduces stress and makes life *much* simpler. Isn't all that worth a little effort on your part? I think so.

To start

Pick a couple of the following tips and incorporate them into your daily life. When you feel comfortable with those, add another, then another and so on. You'll feel a wonderful sense of accomplishment and relief as you continue to get better organized.

1. Remember your ABCs – **Always Be Clearing:** the instant you realize something is no longer wanted, get rid of it.
2. Eliminate clutter (you really can't remember everything in those piles)
3. Put a bin in each clothes and coat closet to put things that no longer fit or not wanted; when it's full, it's time to donate.
4. Assign everything a home and keep things there except when in use.
5. Write notes so nothing is forgotten.
6. Break down overwhelming projects into smaller pieces until they feel doable.
7. Set time limits for tasks; some tasks are not worth the amount of time spent on them.
8. Use small pockets of time (5-15 minutes) to complete quick tasks.
9. Do your most demanding work during your peak energy periods.
10. Create your to-do list the afternoon or evening before when everything is fresh in mind.
11. Bring *your* reading material when you expect to wait (e.g., medical appointments).
12. Set a timer if you tend to get distracted.
13. Delegate tasks that don't require your time or expertise.

14. Group similar items together (like with like).
15. Put things used often within easy reach and put things used less often farther away.
16. Do *your* most important daily tasks and try not to get distracted by requests from others.
17. Studies show multitasking wastes time; focus on one task at a time.

Consistency is the key to getting, and remaining, organized. Doing *some* things *some* of the time doesn't work. I encourage you to follow the tips you selected every day.

Fun fact

It takes 28 days to create or break a habit. Done regularly for about a month, new habits will replace old habits. If you backslide, which is normal, just begin again until your new habits are formed.

Benefits

Disorganization wastes tons of time and money, much more than you realize. Get organized and you'll get back that time – plus save money, gain control, reduce stress and increase productivity. If you'd benefit by getting help from an organizing and productivity expert, call or text Adriane at 215.540.9401 for a FREE discovery call.