



## Pro Organizer's 27 Life-Changing Home & Business Organizing Tips

### Home Organization

Have your home look and function how *you* want

1. Remember your ABCs: **A**lways **B**e **C**learing — the instant you realize something is no longer wanted, donate, recycle or toss it.
2. Declutter first, then organize what's left.
3. Put a Donate container in every closet to put things that are no longer wanted — when it's full, it's time to donate.
4. Give every single thing a home—you don't want your things to be homeless!
5. Return every item to its home immediately after use so you always know where to find it.
6. Put your most frequently used items in the easiest-to-reach places and the least used items in the hardest-to-reach places.
7. Write notes so you won't forget anything; you can't rely on your memory to remember everything.
8. Group like items together (like with like).
9. Break down an overwhelming project into manageable pieces—and keep breaking it down until it feels doable. (If organizing a whole closet feels overwhelming, start with one shelf, a section of hanging clothes or just shoes.)
10. Grab *your* reading material when you expect to wait (e.g., medical appointment).
11. Sort mail every day by *your* next action (e.g., act, read, file) and immediately add junk mail to the recycle bin.
12. Use what I call Small Pockets of Time (up to 15 minutes) to complete quick tasks—especially when unexpected time pops up. (Just before leaving to meet a friend for lunch, she calls to say she'll be 15 minutes late—now you have 15 minutes to get something done instead of wasting the time.)
13. Group instruction manuals by category (e.g., electronics, appliances), where the item is located in the house, manufacturer or another way.



## Business Organization

What successful executives know that *you* need to know

14. De-clutter, then organize your workspace according to how it makes sense *to you*.
15. Use desktop and drawer organizers to keep papers and other items organized.
16. Set a time budget for tasks — some tasks are not worth the amount of time spent on them.
17. Use time wisely: Parkinson's law states, "Work expands so as to fill the time available for its completion."
18. Prioritize according to Stephen Covey's four quadrants of time management: First do what's important and urgent, then important but not urgent, then not important and urgent, then not important and not urgent.
19. Position often-used equipment and supplies within easy reach and put things used less often farther away.
20. Make SMART goals: **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**ime-bound and assign actions for each step.
21. Set a timer if you tend to get distracted.
22. File labels should reflect how *you* think of the information being filed.
23. Focus on one task at a time — studies prove multitasking actually *wastes* time.
24. Gain productivity every day by creating to-do lists the day before.
25. Do your most demanding work during your peak energy levels.
26. Delegate tasks that don't require your expertise.
27. Most importantly, organize according to what makes sense to you!

Try a couple of these tips to start. When you've conquered those, add another, then another and so on. Consistency is the key to success. Doing *some* of the tips *some* of the time doesn't work. Done regularly, new habits will replace old habits and, before you know it, you'll be well on your way to being organized!

I'm honored that An Organized Approach was voted Best Organization & Personal Assistance Company, Montgomery County, PA 2016-2019 and Finalist for 2020.

Contact Adriane Weinberg, professional organizer, if you'd like help. Call/text 215.540.9401 or email [info@organizedapproach.com](mailto:info@organizedapproach.com) for a FREE, no-obligation discovery call. For information, visit [organizedapproach.com](http://organizedapproach.com).