

Top 10 Organizing Tips

1. Have a place for absolutely everything.
2. Keep often-used items within easy reach.
3. Group together like items for easy storage and retrieval.
4. Set up an In-Out System for paper and other items.
5. Open the mail over a recycling bin and wastebasket and toss those envelopes!
6. Handle incoming items only once, if at all possible.
7. Set up a proper filing system (both paper and electronic) and use it.
8. Break down tasks into small chunks and use a calendar to schedule their completion.
9. Dedicate 10 to 15 minutes a day to picking up and putting away.
10. Regularly purge, delete, giveaway or throw out stuff even if you think it might come in handy someday. In most cases, it won't!