

Top 10 Organizing Tips

There are many benefits to conquering the clutter and getting organized in your home and office – less stuff to look after, more space for things you love for example. Here are my top 10 tips that will help you discover the freedom of living with less.

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 by putting them away where they belong.
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!