



ORGANIZING TIPS AND IDEAS

1. Quickly sort through mail and new documents and immediately recycle or throw out junk mail and envelopes.
2. Create a “Receipt Location”: A folder or envelope kept accessible in the area where everyone seems to drop their receipts will help keep them corralled.
3. If you don’t need it visible or every day, get it off your counters, desks and usable surfaces.
4. Organize future events and commitments with a monthly accordion file. It’s great for directions and information for events, birthday cards, vacation brochures and maintenance reminders.
5. Use a calendar or appointment book to keep projects and tasks on track. Block out time to tackle these things. Use a desk top file to keep the papers for the projects and tasks in view. Once completed, file, toss or shred the accumulated notes and documents.
6. Set boundaries so you can uphold your priorities and responsibilities. Over commitments can cause much stress and is overwhelming.
7. Put things in places where they work for you based on your habits, personality and style.
8. When you see anything that is ripped, damaged beyond repair, empty, wrong size or never used, immediately toss it in the trash or donate it.
9. Double cabinet space in your kitchen and bathroom with two-tiered turntables. They are also great in refrigerators!
10. Keep a donation box in the trunk of your car. When it becomes full, drop it off.

Check back for more organizing tips and ideas!