



## **10 Tips For Organizing Your Life**

A good rule of thumb is to only keep things that you use, you love, or are sentimental. If you ask yourself if you should keep an item, you will be able to rationalize why you should keep it. Each item we have needs to be cared for, cleaned and stored which takes time and energy.

1. Begin with things you see immediately. Often clutter that we see and try to ignore on a daily basis drains our energy without us even realizing it. Start with the obvious messes such as: the kitchen counter, your desk or workspace, interior of your car, or your closet.
2. When trying to decide whether to keep or get rid of items that were given to you as a gift, remember that just because you give it away, doesn't mean you give the love or meaning of the gift away. Gifts are given to be enjoyed, not become a burden. Keep a picture instead of the actual item. Organizing is an opportunity to consign or donate to charities.
3. Organization is about liking what you have, knowing where you have it, and having things in convenient places. Being organized doesn't mean you have to be neat in every space.
4. Plan and schedule time realistically. Clearing out usually takes longer than first anticipated, especially with paper! Tackle one drawer a day instead of a whole room at once.
5. Stay in the room you're organizing. Avoid leaving the room and getting distracted. For items that do not belong in the room, place them right outside the room your working so you can focus and finish that space first.
6. After sorting through your belongings, plan which storage system will work best before buying containers or shelving. Items that are put away in accessible and non-cluttered places will help to keep your place organized. Store commonly used kitchen items in easy to reach cabinets. Things you don't use regularly don't need to take your valuable everyday space. For example, platters and dishes only used for entertaining can be stored away to provide an uncluttered area for everyday living.
7. Personalize storage areas to make them visually appealing. This will actually help you keep your belongings more organized and prevent future messes. Get creative and have fun with this process – use your resources in magazines, on TV and online.
8. Organize like items together and near coordinating items, for example in your closet, store scarves near blouses, ties near shirts and belts near pants.
9. Decrease office paper clutter by storing files electronically on your computer.
10. Spend the last 15 minutes of each day planning for the next day and organizing your workspace. You'll be surprised how you feel when you return to your workspace the next day. You may even find yourself becoming more productive, especially during the first hours.

Being organized is a personal choice. Focus on what works best for you and enjoy your space.

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