Practical Time Management Tips

Must Do: Set aside a day & time for each & stick to it as much as possible

Groceries	Grocery App or Template (arranged by aisle)
Groceries	Sling reusable grocery bags over headrests so they are always with you
Groceries	Keep reusable containers with your bags for bulk items
Meal Planning	Use Meal Planning Apps or set aside time to browse cookbooks
Meal Planning	Use Apps to download grocery items to list
Meal Planning	Prep ahead as much as possible
Meal Planning	Make extra for leftovers or large ingredient batches to create new dishes
Laundry	Presort into bins (colors, whites, and lights)
Laundry	Toss a load in while getting ready in the morning, throw it in dryer when you come home.
Laundry	Take out of dryer immediately to avoid wrinkles
Laundry	When undressing ensure that clothing is right side out which saves time later
Laundry	Hang clothes immediately if you have space near dryer rather than folding then hanging
Laundry	Allow others to grab their hung clothes or sorted clean clothes for put away
Cleaning	Use 2 handed dusting
Cleaning	Always wipe down surfaces after use (keep rag nearby) so counters stay clean
Cleaning	Dust or mop while chatting on the phone or watching tv (also gets body moving)
Mail	Sort through mail while dinner cooks
Mail	Keep recycling bin near mail command center
Bills	Use online banking or automatic bill pay
Bills/Personal Finance	Use financial management software to track bills and investments for easy download during tax season

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Yard Maintenance	Outsource if possible
Yard Maintenance	Use weed barriers, rocks or ground cover plants to minimize weed spread
Yard Maintenance	Plant perennials to cut down on replanting
Errands	Geo-Batch errands to cut down on time and gas
Dishwashing	Locate most often used dishware & utensils near dishwasher or sink for quick put away
Dishwashing	Refill dishwasher dispenser when unloading so machine will always be ready for next run
Files	Organize all paper files for quick retrieval. Dispose what you don't need.

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Want to Do: Set aside a day & time for each & stick to it as much as possible

Personal Care	Exercise
Personal Care	Meditate
Personal Care	Hobby & Recreation
Personal Care	Socialize, family time, etc.
Personal Care	Education, reading

The Practical Sort™
Eco-Organizing Solutions