
The Top 10 Practical Tips to Organize Your Space & Time

Before you begin, take a deep breath & relax. Open your mind, have fun, take your time. Get clear on your intentions and set realistic expectations.

There is no right way to organize, and therefore there is no failure. If the change does not work for you, try something different. The process is an experiment, your home is your lab.

1. Minimize what you bring into your home. Ask yourself if you truly need it. Maximize clear out. Donate, consign, sell, reuse, recycle, borrow, rent, and as a last resort trash what you no longer want or need.



2. Straighten everyday, then cleaning & sanitizing is a cinch. Establish a home for everything in places that make sense for you. Return items to their home after use.



3. Clear your desk/work space every night so you wake up to a fresh workspace each day. Set aside 5-10 minutes daily to organize. Break down tasks into bite-size pieces to make rapid progress. As you notice things that need attention, make yourself a note to quickly get to work during your chore time.



4. Use colorful cues, calendar alerts, and list templates to keep you on task, remember appointments, bill payments, workouts, etc.

5. Use online banking and financial software for ease in bill paying and tax prep.

6. Neatly store paper & digital folders to keep files orderly and easy to locate. Choose a filing process with labeling that works best for you.

7. File important documents (passports, birth certificates, deeds, etc.) in a safety deposit box or fireproof/waterproof safe.



8. Keep a recycling bin near your mail sorting area. Unsubscribe to junk mail and email. Set email filters to avoid spam. Remove your name from mailing lists using the sites below. Shred all personal information to prevent identity theft.



dmachoice.thedma.org
optoutprescreen.com
directmail.com/mail_preference



9. Limit email visits to 2-3 times a day, social media to once a day. Set a timer for social media, 15-20 minute max.

10. Presort laundry into bins for whites, lights, and darks. Throw in a load when you have time. Reload dishwasher detergent when you empty each load, so the machine is always ready to start.

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