

Organizing Tips

1. Know when you begin an organizing project, things can get worse before they get better. Be patient with yourself.
2. Follow through with your intention. If you are doing laundry, then dry, fold and put away. Don't leave piles of dry clothes in various places of the house. Finish what you start and take care of what you own.
3. Understand that clutter is just **"postponed decisions."** **Barbara Hemphill**
4. Try to remove yourself from our society of instant gratification. You know the computer needs to boot in seconds or else we're frustrated. Or the coffee needs to be made in seconds otherwise we don't have time. Or our cell phone needs to move faster with our needs. We are a society who needs things instantly. Just look at all the "Fast Food" restaurants we have. **DeCluttering will not happen instantly.**
5. STOP the negative thinking and negative believing. Don't make statements like, "I'll never get this done. It's too overwhelming. I don't have the skills to accomplish this." What you speak is what you create. Did you know God created the universe with speaking out His words? With your words, don't create an environment that does not bring you to your desired goal.
6. Make your bed EVERY DAY!
7. Being neat does not mean being organized. You can have "neat" piles of papers but you don't know what's in the piles.
8. It takes more time to be disorganized.
9. Goals should be gratifying ... not cause anxiety.
10. When starting to organize paperwork, start with the current. It's the freshest in your mind and should be the easiest to make decisions on.
11. Plan your next day the night before; especially if you have children to get ready and you need to get out the door for work.
12. Create a Family Command Center and have a shopping list ready to add to as you run out of your household items.
13. Know you do not need to have your project completed in one session/time slot. A little time spent consistently can add up to a time of completion.
14. Schedule your most difficult "things to do" during your "prime time" of day.
15. Break your project into small pieces and avoid the "all or nothing" thinking.
16. Don't forget to include your children in this organizing project no matter how young. They can sort the laundry, empty the dishwasher, put like with like while de-cluttering.
17. Help your children learn how to be organized by encouraging them to start a collection of sorts.

18. Try your best to not have a “junk” drawer but a “useful” draw. Put small baskets in the draw to hold categorized items. This way when you need an item you are not rummaging through the draw to find it.
19. Don’t let your kitchen table be a “dumping” area. Create a place where everyone can walk in the door and place their keys, pocketbooks, back packs, etc.
20. Cancel Magazine Subscriptions if you find yourself going months without reading them.
21. Don’t use the words “I don’t have time.” There are 24 hours in a day and we all can find the time. It’s about setting priorities.
22. Have a **Master to Do List**. Stay away from leaving every piece of paper out to remind you to take action. The pile will get big and you won’t even know what’s in the pile. Create a “Tickler File” to help you manage your paperwork that comes in and needs action. (*Bonus #3 is How to create a Tickler File*)
23. Don’t use the words, “*I have to leave it out or else I won’t find it.*” You are kidding yourself. When you need butter or milk you know to go to the refrigerator to get it. Put things in a proper place and you will remember where it is stored to get when you need it. It just will take creating a new habit.
24. Walk around the house through each room in the early evening with a basket. Pick up items that don’t belong in each specific room. Place items in the room where they belong. Put items placed in each room away immediately. This should take about 15 minutes. Have all family members participate in this evening task.
25. Take care of what you have and finish what you start. This will help avoid messes and lessen the clutter.
26. Remember the goal is NOT to make your home a “Better Homes and Garden” home but one that is functional, efficient and peaceful.
27. Take before pictures and when you are done, take after ones. Compare them so you can truly see the change. It’s very powerful.
28. When organizing, put like with like.
29. It’s important to track your schedule. Use only ONE planner or calendar. Do not have your schedule posted in various places.
30. Keep ONE to do list. Whether you use a sheet of paper or a small note book. But put your list in one place. DO NOT use Post it Notes for your To Dos. They get lost, misplaced and become a total mess. Post-It Notes are not your friend as a To Do List.
31. If you are having a hard time purging items, pack them in a box, tape it shut and write a date 90 days from now on your calendar. In 90 days, if you have not touched the box, toss it. Still not sure if you are ready to toss, add another 90 days and rethink after 180 days.

Thoughts!

1. Do you keep the chaos in your home so you feel like you always have something to do?
2. The secret to success is making very small, yet very consistent, changes.
3. Being disorganized is not a disease. It's a decision.