# 27 BEST Home and Business Organizing Tips

Try a couple of the tips below to start. When you've conquered those, add another, then another and so on.

## Home Organization

*Create an organized home that looks and functions the way you want.*

1. Learn your ABCs: **A**lways **B**e **C**learing–the instant you realize something is no longer useful, get rid of it
2. Get rid of <u>all</u> clutter, then organize what's left
3. Each closet should have a basket in which to immediately put things that are no longer wanted—when it's full, it's time to donate
4. Give every single thing a "home" and be sure to keep things in their homes except when in use
5. Put your most frequently used items in the easiest-to-reach places
6. Write notes so you won't forget anything
7. Group similar items together
8. Break down overwhelming projects into manageable pieces until it feels doable
9. Return items immediately after use for instant retrieval next time
10. Set time limits for tasks–some tasks are not worth the time spent on them
11. Do your most demanding work during your peak energy levels
12. Use small pockets of time (10-15 minutes) to complete quick tasks
13. Put instruction manuals in a binder sorted by category (e.g., electronics, appliances)

An Organized Approach™

Organizing the pieces of your life™

# Business Organization

*Here's what successful executives know—that you need to know.*

1. Prioritize–according to Stephen Covey's four quadrants of time management: First do what's urgent and important
2. Set a time budget for tasks: Parkinson's law states, "Work expands so as to fill the time available for its completion"
3. Position oft-used equipment and supplies within easy reach and put things used less often farther away
4. Make SMART goals: **s**pecific, **m**easurable, **a**chievable, **r**ealistic, **t**ime-bound
5. Set a timer if you tend to get distracted
6. File labels should reflect how you think of the information being filed
7. Focus on one task at a time—studies prove multitasking wastes time
8. Gain productivity every day by creating to-do lists the day before
9. Sort mail every day by your next action; e.g., act, read, file
10. Delegate tasks that don't require your expertise
11. Eliminate clutter—you can't remember everything in those piles
12. Organize your workspace according to how it makes sense to you
13. Use desktop and drawer organizers to keep papers and other items organized
14. Grab your reading material when you expect to wait (e.g., medical appointments)

Consistency is the key to success. Doing *some* of the tips *some* of the time doesn't work. Done regularly, new habits will replace old habits and you'll start getting better organized. Good luck!