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smart ways to GET ORGANIZED

01. Make your bed daily
02. Toss junk mail immediately
03. Keep list of regular bills & due dates
04. Store duplicate office supplies where most needed
05. File greeting cards by month you'll send them
06. Keep extra ink cartridges for printer on hand
07. Use sticky note reminders and toss when done
08. Label everything (helps family learn your system)
09. Store touch-up paint for walls in pint-sized jars
10. Keep well-stocked first aid kit in family car
11. Keep a Goodwill bag in closet: Donate when full
12. Install hooks in entry closet for kids' backpacks
13. Use easiest-to-reach storage for things used often
14. Use small parts cabinet to store toiletries in bath
15. Store cleaning chemicals out of children's reach
16. Keep mouthwash in glass oil dispenser by sink
17. Use drawer dividers to keep contents neat
18. Use hooks on wall or door for hanging necklaces
19. Wall hooks also work well for scarves and purses
20. Listen to books on tape while folding laundry
21. Fold T-shirts, towels, etc. to fit available space
22. Handbag organization: Group essentials in pouches
23. Know where you'll put something new before you bring it home
24. Buy pretty but functional furniture with storage
25. Set a place for everything and keep everything in place
26. For motivation to finish projects, invite guests over
27. Set a timer and work until it dings
28. Schedule time on calendar to tackle big projects
29. Tidy as you go: Leave rooms better than when you entered
30. Declutter: Sell or donate stuff you don't use
31. Store drinking glasses near sink
32. Post frequently used recipes inside cabinet doors
33. Hang measuring cups and spoons on hooks
34. Alphabetize herbs & spices
35. Stock freezer with bulk-made meals
36. Refill dispenser as soon as dishwasher is empty
37. Keep ingredients for 1-2 quick meals in stock
38. Layer pot holders between stacked nonstick pans
39. Clean as you go when cooking
40. Put leftovers at eye-level in fridge to use soon
41. Store similar items together (think zones)
42. Use shoe pouches on pantry door for snacks, etc.
43. Use baskets on shelves for onions, potatoes, etc.
44. Keep shoes on shelves near back door
45. Store socks near the exit, as well
46. Use a large doormat outside every entry
47. Store sporting supplies in baskets by kind
48. Use pegboard for storing tools in garage
49. Pegboards also work well for crafting supplies
50. Group books by genre



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