Organizing Tips - Practical ways you can be more organized.

Take control of your life with these easy-to-learn organizational tips:

- Take advantage of your best time: Take on your most difficult work when your energy is at its peak. You'll stay focused, and you'll complete tasks with less distraction.
- Filing: Every time you start a new project, create a file folder for it. This is far more efficient than stacking the information somewhere.
- Staple over clip: When filing, staple relevant materials together. Paper clips tend to catch on other papers within a file.
- Avoid over-scheduling: Plan no more than 75% of the day so you will have time to cope with interruptions and other unexpected happenings.
- Turn off the phone and email: They can be distracting when you are facing a tight deadline, and they detract from your mental energy and focus.
- Store like with like: Items used together should be stored together. For example, establish one spot for all your extra toiletries.
- Trash or treasure: Only if you answer yes to any of these questions is it a keeper: Does it work? Do I love it? Have I used it in the last year?
- Stop the subscriptions: Be realistic about your reading. If you find that publications pile up without you finding the time to read them, unsubscribe.
- The 20/80 wardrobe rule: Most people wear 20% of their wardrobe 80% of the time. Those seldom-worn clothes take up room. If you have not worn an item in a year, you never will. Throw it away, donate it, or sell it. Buy one new item you really love.
- Go clear: If you use boxes for storage, label them so you can readily identify what is in them. Clear plastic containers are ideal
- Cotton over plastic: Never store clothing in plastic bags. Plastic keeps clothing from "breathing" and can also cause discoloration. Instead, store in cotton garment bags that light does not penetrate.

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