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# Foreword

I've got to get my house office and personal life organized! When did you last speak these words? Was it when you recognized that you're literally drowning under gobs of paper? Perhaps it was when you got a look of the enormous laundry pile that you can never seem to catch up on. Maybe it was when you looked at all of the jumble in your kitchen, basement, bedroom, garage, den, front room and everywhere else. You might have even pondered tossing everything out the window! Was it when you urgently searched for those missing tickets? It may have been when you missed that crucial appointment. Or when that deadline sneaked up on you. Perhaps it was when you recognized that you had enough To Do's on your list to last you a lifespan. Was it when you urgently searched for that missing customer folder?

Or even worse, it might have occurred when you determined you had no time left for yourself, your kinsperson, your acquaintances, that needed holiday and basically everything in life that you love to do.

You're not alone. Those words have been expressed again and again by thousands of individuals all over the world. Disorganization may actually trap you into living a life filled with tension, frustration and bedlam. It may rob you of the precious time you ought to be spending enjoying your life. By defeating disorganization, you may be set free to live the sort of life you've always dreamed of. You deserve to be organized!

***Mission: Organization - A Simple Guide To Keeping An Orderly  
Life***

***50 Quick Tips On Getting Organized Easily.***

# Chapter 1:

## *Organization Tips 1-7*

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### Synopsis



If you're sick of living in a maze of clutter or if you can't ever find what you need when you need it, you've come to the right place.

We'll help you to get your life organized, one-step at a time.

As a matter of fact, you may begin right now. What's the most disorganized area of your life—the one that makes you utterly crazy? Your closet? Your home office? The

kids' game room? You may take the first step towards getting it organized today by producing a vision.

## **Get A Vision**

### **1. Ascertain your goals.**

Before you begin anything, ascertain its goal. If you don't know where you're going, how will you ever arrive there? Set mini-goals and reinforce yourself for successes.

Don't accept more than you may handle too soon, particularly if your goal is something outside your knowledge or present ability. It's easy to get disheartened when you recognize that your goal of running 3 miles a day has petered out after 2 weeks because you can't seem to get past one mile a day. Unless you've been an active runner it's better to begin slow and work your way up in increments. When you begin small and set mini-goals for yourself, you're much more likely to succeed.

You just began a job as a sales clerk and have a goal of becoming sales manager in 6 months. That's most likely not going to occur, and you're setting yourself up for letdown. Set goals that are gettable by assessing the truth of the situation and gathering info. This is particularly crucial when setting goals where somebody else plays a pivotal role in whether you accomplish success, like your boss. It's great to aim big, but not so big that you can't accomplish your goal.

### **2. Unclutter your desk.**

An uncluttered desk erases unneeded distractions and helps keep your mind on tasks that require immediate attention. Keep only the particulars on your desk that tie in to your current projects.

Clear the computer desk of paper. File most of the paperwork out of sight in clearly labeled folders. Place a cheat sheet on a nearby wall or

under a keyboard for data that must be quickly accessed, like phone numbers and non-confidential account numbers; this will reduce the amount of paper on the desk. Limit pens and pencils on the desk surface to the few you use on a regular basis. Put most pens and pencils neatly away in a drawer. File DVDs, CDs and additional media storage items neatly into a notebook organizer for easy access.

### 3. Do not trust your memory.

You run the risk of letting undertakings fall through the cracks. The most beneficial way to never forget an appointment, a deadline or a particular again, is to write everything down.

An appointment book helps you to organize your time activities effectively. It enables you to prioritize activities according to their importance, when they have to be accomplished, and to plan ahead. For example, if you know the exact date of a crucial meeting a week beforehand, you are able to set aside time to prepare for it more effectively.

### 4. Consolidate like actions.

Rather than beginning and stopping at different levels of activity, you'll save time by doing all of your outgoing calls together, taking care of all your errands at one time, etc.

Consolidate the cooking by making triple batches and freezing. Make simpler meals nightly. Try to organize the grocery shopping so you only go once a week, once every 10 days, or even once every two weeks.

### 5. Clear out your files.



Before you go through the expense of buying more file cabinets, folders, etc., take the time to purge all unneeded paperwork and materials.

Separate the papers that are truly important like, bills, documents and receipts that you need to keep for tax purposes, statements etc.

#### 6. Utilize one calendar.

The biggest error individuals make when utilizing planning calendars is to keep more than one. Keep personal, professional and family particulars on one calendar. It will help to wipe out scheduling conflicts. Remember, 'the man who wears two watches, never knows the right time.'

With today's hectic schedules, it frequently helps to run your email, calendar and reminders in one feature. Utilizing Microsoft Outlook's calendar feature will ensure that you'll never miss an engagement because you lost track of time surfing the Web.

#### 7. Cut down phone tag.

Plan calls (whether to doctors, plumbers, clients, etc.) whenever possible. Have all essential materials in front of you. Write key questions down beforehand.

Register all your actions. Every thing that needs to be remembered needs to be written someplace. Even when you've a privileged memory, nobody is perfect, it wont hurt anybody to write what you do in a paper just in case. Register phone numbers, appointments, birthdays, shopping lists, and to-do lists.

# Chapter 2:

## *Organization Tips 8-14*

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### Synopsis



If you don't have time to organize a space from top to bottom, begin with the express version: remove only the clutter that's visible to the eye. The space will feel more organized, motivating you to tackle the rest of it in the near future.

Webster's defines clutter as "a confused

multitude of things". Look around the space you're decluttering and observe any items that are "confused" about where they belong—i.e., have no point being there—making any part of the space unusable. Instances are piles of schoolwork on the kitchen counter, shoes strewn about, stacks of old magazines, etc.

## Easy Time Management

### 8. Arrange files for projects.

Don't waste time looking for papers when you need them. Keep all paperwork that pertains to a particular project together in one big folder. Among the most common ways to arrange files on your computer is according to date. Windows has many sorting functions to arrange your files such as by name, date, type and size. Sorting your files by date allows you to stay organized while having prompt access to your newest files.

### 9. Arrange time limits.

State, 'I've got only 5 minutes to talk.' Outline your phone calls, state, 'I'd like to discuss these 2 possible solutions to problem A . . .'

Make a schedule. Write it down on a piece of paper and stick with your schedule. While this might be the easiest step to do, it can be the hardest to follow.

### 10. Create time for yourself.

Make at least one screened appointment with yourself every day. Screened time is quiet, uninterrupted time allowing you to center on a project or catch up on your reading. Make lists and utilize them. You'll learn to be honest in how much you may accomplish in a given time.

### 11. Delegate.

Realize that you can't do everything. Delegate in the office and at home. To utilize an effective delegation system, you have to train, entrust, follow-up and evaluate. Brief the individual on the task: Define precisely what he is responsible for. Explain how the

undertaking fits into the larger project. Clarify objectives and settle on deadlines.

12. Do not overfill file cabinets.

There's nothing worse than having to file papers in a filing cabinet that's overloaded! Leave adequate room in file drawers so you're not using all your energy to get a piece of paper in or out. Get busy doing away with any paper you don't need! Toss out info you no longer need, but doesn't require shredding. Recycle papers when you are able to. Try not to hang on to magazines and catalogs. These may really pile up.

13. Have fake deadlines.

If you've a deadline at the end of the month, record the deadline 4 days earlier. You'll eliminate the eleventh hour rush to complete the project as you'll have given yourself ample padding.

Take into consideration what might sidetrack you. The more time critical the task, the more crucial it is that you're realistic about what else is on your plate. Define each subtask, and set start and end dates for each. Make certain you continually evaluate how realistic your time frame is. If you're running out of time, then get creative and begin trimming tasks.

14. Utilize timekeepers and alarms.

Allocate time for your day-to-day activities, from working on projects to doing home chores. Then set timers or alarms to keep you on schedule. Set a PC alarm to draw your attention to an upcoming event or to wake you from a nap. Microsoft Outlook software has a reminder setting that may act as an alarm clock. It allows you to pick out the alarm sounds that will come through the computer speakers.

# Chapter 3:

## *Organization Tips 15-21*

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### Synopsis

Remember that vision you created for the space you wish to organize? Most likely, it doesn't include the clutter living there! Your next step is to get rid of it. All of it.



Now comes the hard part—decision-making! A great organizing idea is to take four large bins or boxes and label them, “KEEP”, “SELL”, “DONATE” and “GARBAGE”. The following step in getting organized is to now go through your stuff and place each item into one of these categories.

The beginning step in decluttering is mental. You have to make up your mind that you’re ready to do it. It’s like somebody going on a diet; telling an individual not to eat doesn’t help. An individual will only lose weight when they make a decision to change the way they eat.

Decluttering is the same. The physical effort is less of a leap than the emotional/mental factor.

## **Time and Space**

15. Make great utilization of space.

Add shelving for reference books and manuals. Add space extenders in desk drawers. Purchase full-suspension filing cabinets. Utilize stacking bins.

Pick out furniture with storage and space in mind. When buying a fold-out sofa, get one with a box underneath that's built to stow away linens. Purchase bunk beds for the kids that have a dresser attached to it. Pick taller, narrower dressers and bookshelves.

Rethink your options. An empty bottom drawer in your dresser may hold toiletries and beauty products you can't fit in the bath. Have a big suitcase that you seldom utilize? Store your bed sheets in it. Empty purses and carryalls may be used for stashing hats and socks. Bookshelves can likewise hold knickknacks.

16. Make the most of idle time.

People exhaust a lot of their time waiting. Waiting at a doctor's office, a bus stop or at an airport is commonplace. A lot of individuals may view waiting time as time lost, but waiting time doesn't have to be squandered time.

You are able to actually use this idle time to get some things done.

There are a lot of ways you are able to use waiting time more productively. Catch up on your reading while you wait for appointments. Audio cassettes of an educational or motivational nature are an excellent way to capitalize on your time while driving to work.

17. Get the youngsters off to their school day faster.

The trick is don't leave decision-making for the morning. The night prior, help your youngsters pick out their outfits, decide what they wish to eat and determine what they require for school. Pack lunches that night.

An assigned "sack lunch" bowl or basket is a great idea.

Before hand, separate snacks into littler plastic bags that are easy to grab. Keep a loaf of bread and their favorite sandwich stuff like peanut butter and honey in there so when you make lunches all you have to do is snap up the basket and all the supplies are there.

This will likewise keep the lunch snacks and at home snacks separate so you won't be caught off guard when the supplies have to be replenished.

18. Set up quitting time.

If you have to work late, or during the weekend, set time limits for yourself. Whether you work for 2 or 4 hours, stop working at the end of that time and enjoy the rest of the evening or weekend.

Schedule your quitting time for each day - including weekends. My quitting time isn't truly a time of day, more along the lines of how many hours a day I'll put in. Every day is different.

19. What does it belong to?

Don't just toss your spare keys and other widgets in a shoebox without first identifying them. Label every item or packet. Labels are a crucial part of home organization. Making multi-use labels may reduce the time and effort you put into labeling things around your

house. Although making labels that you are able to use over and over will require some effort, you'll save time and money by making the labels yourself.

#### 20. Wipe out brushfires.

Brush fires are almost always caused by disorganization. Wipe out the disorganization and you'll eliminate the brush fires. Brushfires may consume a person's property. This is particularly true if a house or vehicle is swallowed up by a brushfire, which may demolish these items and leave burned-out hulks.

Even if personal property isn't completely consumed, the damage that brush fires may cause is frequently significant enough to require a great deal of repairs (rebuilding, repainting, etc.).

Brushfires may likewise destroy land, burning up grass and charring trees. A big brushfire can turn a beautiful parcel of land into a charred patch of dirt, making it worthless till everything grows.

#### 21. Ascertain your most beneficial time for jobs.

Utilize your most productive time to do your most productive work. Awake in the morning? Afternoon?

Tackle your hardest, important work during the time of day when you're at your best and you're most likely to finish it.



# Chapter 4:

## *Organization Tips 22-28*

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### Synopsis



If you spend ten minutes a day on your physical “inbox”, it won’t pile up. Attempt to touch each piece of paper once. And, don’t open your mail without your calendar handy, a pad to make notes, your checkbook accessible, and a charge card memorized.

Bills may be put in the inbox to pay once a week. Invitations may be immediately put into your calendar and discarded (or if you’re visual, posted on a message board till the date of the event), catalogs ought to be immediately discarded (and unsubscribe from them – there’s nothing you can’t get online that’s in that catalog), and receipts may go into a small accordion file that separates them by month or subject).

Magazines ought to be placed where they’re likely to be read (bedroom night table or briefcase to be read while commuting to work). Weekly issues are discarded weekly when the new edition arrives. Ditto for every day publications and every month publications.

## **Lists And Planning**

22. Utilize control lists and to do lists.

Take charge of your time. When utilized properly, these effective tools give you a specific idea of what you have to accomplish. How many times have you've gotten someplace only to forget what you needed in the first place?

Note to self: Writing to-do lists saves time, energy, tension and even gas. A great list lets you forget--once you have a written reminder, your brain is free to center on other things. A to-do list even helps you meet your goals. Whether you're a legal pad, personal digital assistant (PDA) or back-of-the-phone-bill type, pick a scheme that works--and write it down!

23. Arrange firm deadlines.

Setting a deadline forces you to work toward it. Set a definite date and time. Stating, 'When I get a chance' or 'Sometime in the near future' is insufficient. Set your timeline for success. Be specific with the desired result.

Be realistic and kind to yourself. If you wish to see yourself succeed, do not create a situation only a super-hero may accomplish. Set your final goal, and work back, step-by-step to produce your timeline. Goals like learning a new skill, educational milestones, weight loss, and traveling, may all be attained within a timeframe.

Other goals, like spiritual growth and developing healthy habits, might continue throughout your life. With any type of goal, it helps to

write down specifically what progressive steps you would like to achieve within a particular time frame.

24. Utilize a greeting card organizer.

Think about a greeting card organizer to remember birthdays, anniversaries and additional special events. These look like a notebook, except that every page has a monthly pocket to hold cards. You are able to pencil in birthdays, events, etc. for every month, plus, you are able to purchase your cards before hand!

25. Design your garden ahead of time.

Begin planning your garden in the winter. Decide what you'll plant. Read up on the proper care of your plants, flowers and vegetables.

Sketch your garden out in writing. Grab a piece of paper and sketch out your ideas; your drawings don't have to be works of art as long as they help you envision your ideas. If you want something more detailed, plot your garden to scale on a piece of graph paper. When spring arrives you'll be prepared to 'grow.'

26. Stash away like items together.

Categorization is really crucial when you're getting organized. Keep all bill paying supplies in one place. Gather all of your craft provisions in a basket. Keep your photo supplies in one plastic bin. Utilize drawer dividers to keep any overflowing gadget or utensil drawers in check. After sectioning off drawers into smaller spaces, group similar items together for faster access.

27. Categorize your files.

First, decide on broad categories according to the specific work materials in your office. Then, file alphabetically or chronologically inside these categories.

Most individuals find that they end up having far too many categories and it becomes overwhelming. Labeling by month means you only have 12 to deal with. Second, many expenses don't neatly fit into one category. One single receipt from Target or Wal-Mart may fit under household goods, health-related purchases or tax-deductible business expenses.

## 28. Plan meals.

Plan your meals before you write out your grocery list. It will save time, as you'll know precisely what you need. Your meals ought to:

- 1) Be well-balanced and nutritious
- 2) Provide assortment
- 3) Be inside your food budget
- 4) Fit your time and energy limit

Plan what you will make with leftovers. For instance, if you're going to roast a chicken, the leftover chicken may be used to make a healthy chicken soup or salad.

If you wish to make hamburgers, purchase extra meat to use in chili or tacos. Choose 2 or 3 main dishes to make for the week. When combined with leftovers made into a different meal, you've healthy meals planned for the whole week.

# Chapter 5:

## *Organization Tips 29-36*

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### Synopsis

The amount of stuff an individual needs is a personal and “life-style” decision. In terms of life-style, it would depend on how much stuff you need. Do you have a different life-style for work and on the weekend? Do you go out a lot at night? Do you enjoy shopping?

You have to consider how much closet space and drawer space you have. In the long run, your stuff will make you miserable if you have no place to put them. A great rule of thumb is: do not purchase more than you can store.



## Decisions

29. Put things away daily.

Take time to put things back where they go. Put things back right away after you're finished with them or set up a 15-minute appointment with yourself to put things back at the end of every day.

Create fresh habits for yourself by daily repeating specific actions at particular times. Being self-disciplined put up greatly enhance your life and raise your self-respect. Many individuals wish to become more self-disciplined, but truly do not know how to get moving or go about it. There are a lot of helpful ways to change your life through self-discipline.

30. Pitch older reading.

Browse your reading stack. Do away with outdated papers. Dump magazines older than three months. Keep only a couple of catalogs that you really enjoy.

While the Net has not completely replaced hard copy papers and magazines, they certainly are gaining readership as the publishing industry learns to make their net products more user friendly.

31. Clear out your library.

Look through your bookcases and give away books you've had for a long time and will never look at again. Charities are always seeking donations to their reading programs.

Donating books to a library is a worthwhile cause. Regrettably, most libraries can't keep all of the books that they get by donation. A lot of

libraries have collection policies in place that set guidelines for what they may and cannot accept. However, most librarians know of a few organizations that would be glad to get your donated books.

### 32. Draft your acquaintances.

Does your home need to be painted? An excellent way to get the job done quickly is to throw a painting party. They supply the help. You supply the pizza, sandwiches, beverages and dessert. You also need to take into account environment conditions. You won't know the weather that far in advance so make sure you have a backup date.

### 33. Keep receipts jointly.

Maintain an envelope in your handbag or wallet to hold receipts that you might need for expense records or tax purposes. When you get back to the office, place the receipts in pre-designated envelopes (business meals, gas, rental expenses and so forth), then keep all the envelopes in a bigger expanding file or box.

Create a personal system of organizing your receipts that works for you. Try organizing your receipts according to date, type of receipt or even alphabetically. Combine those different ways to organize your receipts. Use trial and error to find what works best for you.

### 34. Dump obsolete PC material.

Pitch software package disks, CDs, computer manuals, and so forth for computer programs you no longer utilize and never will again. PC manufacturers load a lot of unneeded free or trial software onto their computers to make you think you're getting a lot for your money. You won't need or want most of it.

Decide what you wish to do with your computer, then go to the "Control Panel" and uninstall any software that doesn't fit into your plans to use the PC. This will free up disc space and remove a lot of clutter from the "Start" menu. If you're unsure about any program, don't uninstall it without speaking with the manufacturer of your PC.

35. Co-ordinate with other people.

Work together with other people-- loved ones, or colleagues --to come up with organizational systems that are simple and effective for everybody involved.

Open up a brainstorming session - Have people start out saying their ideas. This should be done quickly. There's no time for discussion or clarification in this part of the brainstorming session. Put down ALL ideas - All ideas, regardless of perceived relevance, must be written down. These may be written on sticky notes or a white board. Collectively decide on concrete ideas.

36. Utilize a desk organizer.

Keep a sufficient supply of pens, pencils, paperclips scissors and additional necessary supplies in a desktop holder on your desk or a tray inside your desk.



# Chapter 6:

*Organization Tips 37-43*

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## Synopsis



There are a few things that are meant to be stored and may not be looked at very often — childhood souvenirs, sentimental letters or pictures, for instance. Yet these items ought to be saved.

Other than that, unless something is being saved for a particular purpose (that camping equipment was truly expensive and we go camping once a year), you ought to discard what you haven't looked at after a year. It's really a great rule of thumb. In terms of saving resources and magazine photos, a simple file labeled "inspiration" will do nicely!

## **Being Ahead Of The Game**

37. Produce a good work place.

Produce a pleasant, well-equipped work place. Whether it's a nook, cranny or a big office, your work area ought to be conducive to performing your day-to-day work. It ought to contain all essential supplies and equipment within arms reach or in easily accessible areas.

Look over the area. Be honest, would you invite in clients, or would you lock the door? Assess what needs to be done. Do you have to reposition the desk? Paint walls? Remove clutter? Jot down any hot spots that you wish to address and make shopping list if you need a few things.

38. Magnetize your medicine chest.

Mount a long magnet along the back of your medicine chest to hold tweezers, clippers, little scissors and additional small metal objects.

Purge any items you no longer utilize or that are too old. Likely candidates for disposal are old toothbrushes (replace every 3 months), out-of-date sunscreens (good for only one year after purchase), gunky nail enamel, expired over-the-counter cures (pills, creams and lotions), and expired prescriptions or medicines that you no longer utilize.

39. Rest and unwind.

Get a great night's sleep (7 hours or more.) Enough rest tonight will help you to be alert, on schedule and effective tomorrow. Keep yesterdays concerns behind you. Try to take a couple of deep breaths and let yourself self absorb for awhile. This is your time to regenerate

for tomorrow. Don't let the thoughts of today take that away from you.

40. Make your move simple.

Color code your boxes with a self-stick yellow dot for those that go to the kitchen, a red dot for the office, a blue dot for the garage and so forth.

Go to your new residence before hand, and place a corresponding colored dot on the appropriate rooms. Contact the appropriate delivery and utility services and arrange turn-on and turn-off dates.

41. Fix outgoing mail before hand.

If you send the same booklets and other materials to prospective customers, make your packages before hand. Include all necessary materials and store them away till you need them. They'll be all ready to go in a snap.

42. Produce reference lists.

Reference lists are fantastic tools for remembering and accessing everything easily.

Produce reference lists for:

- Personal goals and aspirations
- Birthdays
- Pet restaurant telephone numbers
- Internet sites you'd like to research
- Books you'd like to study
- Things to pack while traveling
- Gift ideas for acquaintances and loved ones

- PC files
- A wish list for yourself
- And more. Your choices are perpetual!

Alternate the color of pen or font on the computer you use for each step. This will help your items stand out, and it will also help you remember what you need to get done through out the day in case you're not near your list.

43. Produce forms for daily jobs.

For instance, type up your own Fax Transmittal Form that includes your name, company name and additional appropriate information. Make copies and leave them by your fax machine for efficient and effective communication.

Produce a form in Excel, utilizing controls grouped in a frame, which will produce simple text fields where the user may enter her information. Create 3 command buttons on the form that will have an effect on the information in the form when the user performs a left-click with her mouse.

It's easy to create a form that will list employees or managers, and check their status.

# Chapter 7:

## *Organization Tips 44-50*

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### Synopsis

Your declutter sessions have to end with a place being designated for every “thing” and piece of paper that comes into your home or office.

Then, just as you'd commit to exercise or diet, you need to spend ten minutes a day putting everything into its place.

Regrettably, there is a constant onslaught of new e-mails, catalogs, telephone calls, and consumerism that enter our lives on a day-to-day basis. If you don't stay on top of it, it's simple for the clutter to build.

It's going to be up to you alone to carry out and maintain the system.



## **De-Stress It**

44. Produce a driving directions folder.

Produce a file folder for Driving Directions to places you go to infrequently. Put down the directions and keep them in this folder for future utilization. You won't have to keep asking how to get to where you're going.

Print directions for every leg of your trip from a net map site like MapQuest or Google Maps. Though generally reliable, these sites occasionally contain inaccurate, outdated or inadequate information. It's good to have these directions, though, as even if they tell you to turn down a wrong road, you at least have a clear set of instructions to go over with your local experts.

45. Provide driving directions with ease.

Produce driving directions to your home or office, coming from North, South, East and West. Make copies and keep in a file. When somebody asks, you are able to mail them, fax them or read them over the phone. Name permanent landmarks, like stoplights, bridges and railroad tracks.

Be redundant ' give street names in addition to landmarks.

Add warnings to your directions. Name places that will be seen if one goes too far, and mention perplexing intersections.

Think about giving distances in miles between streets and landmarks. Provide your number with the directions in case the individual gets lost, despite your best efforts to guide him.

46. Decide how long it will take.

Calculate how long it's going to take to get there. Divide the total miles of the trip, by your average speed (e.g. 60mph) the outcome will be your driving time. (Example: one hundred twenty miles to be traveled divided by sixty mph is approximately two hours of driving time).

Add time to your estimate for stops. Consider how many meals you'll eat on the road. Meals will take around half-hour for most individuals, and even longer if you have youngsters. Keep in mind that you might need to make a stop for gas, meals, restroom breaks, or additional reasons.

#### 47. Cut back on junk mail.

Removing yourself from junk mail lists is the best way to cut down on the amount of junk mail that winds up in your mailbox and e-mail inbox every day. Paper junk mail that arrives in your mailbox can take a toll on the environment, and virtual junk mail may clog your e-mail account and produce capacity issues that might lead to disruptions in sending and finding email.

Visit the Direct Marketing Association site and ask them to remove you from direct mail lists you don't wish to be on: <http://www.the-dma.org/consumers/offmailinglist.html>.

#### 48. Blend your time.

With increasing demands on our lives - our professional work, dreaded housekeeping, raising our youngsters, finding time for cardio and strength training exercise so necessary for good health, communication thru telephone, text messaging or e-mail - we frequently find ourselves racing the clock. To compensate, multi-tasking is a way of life for many of us who are looking for techniques

to save time and be more productive in our daily activities. New available technology lets us multi-task at work, in the car, at home, and in many other places and occasions.

We occasionally find ourselves multi-tasking with tasks we never thought we could do at the same time. Look for things you are able to combine to save time and achieve more. Walk your dog and you'll be exercising at the same time. Go to the beach with a motivational tape, and you'll be relaxing and getting motivated simultaneously!

49. Finish every day on a great note.

Save your simplest tasks for the end of every day. You'll be able to finish them, and end every day on a positive, rewarding note! Look on the bright side. You don't have to let the little annoyances ruin an otherwise great day. If you're stuck in traffic, utilize the time to finish that book on tape or catch up on the top twenty songs on the chart.

50. Ceaselessly increase.

Training in organizational skills is ongoing. With fresh techniques and organization systems appearing each day within computer programs and mobile devices, the training and learning never stop.

Organization skills make business and daily activities more efficient and effective.



# Wrapping Up



Here are a few of the benefits you are able to expect to reap from getting organized:

- Save time — you no longer look for the same things again and again or need to replace things you can't find at all.
- Save cash at work — if you pay a manager \$75,000 per year, and that individual wastes

an hour a day looking for lost paperwork, that costs \$9,000 each year. Furthermore, it's hard to put a price tag on unfinished projects or lost opportunities.

- Save cash at home — when you know what you have and where it is, you won't waste cash purchasing the same things again. When you pare down your belongings, you are able to stop paying storage-unit fees monthly. You may also hold a garage

sale and make a little cash, or you may donate unused items and take a tax deduction.

- Cut down stress — when you know where everything is, there's no eleventh hour rush to find what you need and get out the door on time for school, soccer practice, or that crucial business meeting.
- Be more productive — all the time you once spent looking for things may now be used to do more crucial or more enjoyable tasks.
- Move ahead — maybe you feel trapped in the past by years of accumulated clutter. Or maybe divorce, loss, or an empty nest has left you with a house full of things that are no longer required. Sorting through your property or paperwork—with an organizer who may provide guidance and understanding—may help you break through a logjam and begin moving forward again.
- Feel confident — when you get your spaces well-kept again, you feel pride in your achievement. And you're reassured that you'll be able to maintain your new systems.
- Gain freedom — When clutter no more controls you, you are able to choose how you spend your time and how your home or office looks. Your life feels like yours once more.