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21 ORGANIZATION TIPS That Can Change Your Life

An old Chinese proverb says, *“A journey of a thousand miles begins with one step.”* Here are some one step solutions to becoming better organized. Psychologists claim that you need to repeat a new skill for at least 21 days for it to become a habit. Try a few of the suggestions below and let me know how they work for you.

1. Get up 30 minutes earlier than usual.
2. Go to bed one hour earlier than usual.
3. Take some time for morning quiet time before starting your day.
4. Clean off your desk before you leave the office at the end of the day.
5. Make your bed and straighten up your bedroom before you leave it in the morning so you come home to a clean and tranquil room.
6. Take a different route to work.
7. Decide what you are going to wear tomorrow and assemble all the parts and pieces i.e. jewelry, shoes, handbag together.
8. Before you go to bed review your **TO DO LIST** for tomorrow and select your top three priorities. Schedule a specific time to do them on your planner.
9. Every day before noon do one thing that you have been putting off.
10. Select a healthy breakfast menu i.e. oatmeal and fruit or yogurt and eat/serve the same thing for breakfast for a week. At the end of the week select next week's breakfast.
11. Have a Monday menu, a Tuesday menu, a Wednesday menu etc. and repeat for a month. Next month change to a different daily menu.
12. Choose a specific day of the week and time of day to do laundry.
13. Select a specific day to go grocery shopping.
14. Keep a running list on the refrigerator of what you need from the grocery store.
15. For one week each month eat out of the pantry and the freezer. In other words do not shop for any groceries except perishables and then only if absolutely necessary.
16. Write down everything you spend for 30 days on groceries, entertainment, housing, utilities, car expenses, clothing, gifts, insurance etc. and review the categories where you can make adjustments.
17. Call a friend you haven't spoken to in a long while.
18. Make a list of simple pleasures, things that you enjoy doing. Assign each one a specific time in your planner.
19. Start off the New Year with a new check register in your checkbook.
20. Organize a file for tax receipts and records.
21. Buy a blank book and use it to write down all of the miscellaneous notes you would ordinarily write on Post it Notes and other scraps of paper.

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