



## Organizing Tips for the Home



### Top 10 Tips - Saving Time and Effort

#### 1 Store "stuff" Close to Where It Is Used

Store things close to where you most use them. For example, put appliance instruction manuals in a cupboard close to each appliance or tape them right onto the appliance itself.

#### 2 Plan Your Errands

Make a list of what you need to get and from where - plan your route so that you don't have to drive back and forth.

#### 3 Identify Ultimate Recipients

Establish a separate box or bag for each of your favourite charities and friends to whom you usually give your things to. Put your article to give away into their respective storage place.

#### 4 Establish a "Maybe" Box

You won't always know right away what to do with each piece of paper. Set up a collection box for things you are not sure you will need. Once a month, go through the box and empty it, putting everything into its final home.

#### 5 Everyone Deserves Their Own "Drop Box"

Organization involves the whole family. Give each member, including the children, their own personal "drop box". Everyone can use it as their single point of temporary storage, especially when they are in a hurry or just don't feel like dealing with the

#### 6 Keep Time Sensitive Paper In a Separate Place

Keep your bills in a separate file or box. Once a week, review them and determine what needs to be done when. Use a highlighter to identify payment due dates.

#### 7 Categorize

Group your paper into simple categories - Household, School, Personal, Tax-related, etc.

#### 8 Labels, Labels and... More Labels

Use easy to read labels for your files and boxes. It is easier to put things in the right place if you can quickly determine where they go. You'll also find things much easier to find, when you need them.

#### 9 Use a Master To-Do List

Use a master list as your one-stop place for reminders. Anytime you are going out or have a little bit of time, refer to your list to see if there is something you can get done with ease.

#### 10 Schedule Regular "Clean-ups"

Remember those "Drop" and "Maybe" boxes? Set up a regular schedule for everyone to clean-out their respective boxes. Better yet, let each family member determine their own schedule... but make sure you all stick to it.

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