

# Organization

## How To: 10 Habits of Highly Organized People

My free downloadable guide to organizing your life that will help cultivate healthy and long-lasting habits to prioritize your lifestyle.

**1**

### WRITE IT DOWN

Invest in a day-planner or use technology to set important reminders.

**2**

### DON'T PROCRASTINATE

Give yourself a deadline!

**3**

### FIND A HOME FOR IT

When you buy something new, know where it will go with storage solutions.

**4**

### SHARED ONLINE CALENDARS

Keep family and friends on the same page.

**5**

### EMAIL FILING SYSTEM

Create a folder if you need to find it later.

**6**

### ONE TASK AT A TIME

Focus on one task at a time starting with the easiest first.

**7**

### ELIMINATE CLUTTER

Think the less I have, the less clutter. Donate items you no longer need.

**8**

### DELEGATE

Ask for help. Know when it takes a team to tackle difficult tasks.

**9**

### 15 MINUTE RULE

You will be on time and prepared for the day by setting that alarm a few minutes earlier.

**10**

### TAKE A BREAK

Stopping in the middle of the day to declutter your desk isn't always just a form of procrastination.

Taking a few minutes to catch your breath and get your space in order can help you be more productive when you return to the task at hand. So, if you need a breather, go grab coffee if you must, but consider an "organization break" as an even more productive alternative.

Check out post **"Happy Sunday"** for tips on how to spend your down time.