

Simple Ideas to Make You Feel More Organized

..... Ordinary & Happy



1	Use a bluetooth tracker for your keys so you never have to look for them.	2	Do a 5-minute reset every evening, putting items back where they belong.	3	Use a calendar that works for you (paper or digital).
4	Try a reminders app or system.	5	Keep a small notebook or a file on your phone where you write your to-do's as you remember them.	6	Start the day with a 5-minute review of the day's top 3 tasks.
7	End the day with a quick review of your to-do's and what needs to be moved to the next day.	8	Use labels for storage bins so you know what each one contains.	9	Have a donations box to which you add things throughout the month and clear it at the end of every month.
10	If something on your to-do list takes less than 5 minutes, just do it now.	11	Break down big tasks into smaller 10-min to-do's.	12	Have a designated spot for your daily essentials (e.g., purse, wallet, phone).