

# Organize Your Home Life



Keeping personal items, work, and events organized is key to living a balanced and productive life. By organizing effectively, you will be better able to prioritize and plan, leaving more time to do the things that are important to you. Below are some tips and techniques that can help you establish an organization routine that will lead to a simpler and less stressful life at home.

## Organize

- Take 15 minutes or more of each day to clean up.
- Write notes and reminders where you can see them: on the refrigerator or on the family calendar are two good places.
- Things don't have to be completely perfect. Do what you can, when you can.

## Simplify

- Buy low-maintenance and durable clothing for the whole family. Try to avoid clothing that has to be frequently ironed or dry-cleaned.
- Put away appliances or electronics that are rarely used.
- Try to reserve one day a week for shopping and errands.

## De-Clutter

- Have family members clean out rooms and closets, letting go of things they don't need. Donate these items to a charity.
- Talk to children about putting away toys and clothes and about chores. Let them know what they are responsible for.
- Sort through mail when you receive it. Make three piles: high priority, low priority, and junk mail.

## Assign Tasks

- Assign work tasks to family members.
- Post chores on a family calendar or bulletin board.

## Use Your Family Calendar

- A family calendar in a common place is a great way to keep the whole family organized. Write down celebrations, appointments, practices, and trips.
- Review the calendar daily and routinely.

## Make Lists

- Make a list for shopping, traveling, and other activities. Check off things as you accomplish them.
- Try to make a daily to-do list. See if making a weekly or monthly to-do list helps you plan better.
- Keep a family wish-list.

## Schedule Time Effectively

- Try to schedule family quiet time at least once a day.
- Be able to say "no" when necessary.
- Be constructive when you find an extra chunk of free time.

## Stay Focused

- Revise long-term goals if necessary, and remind yourself what you have to do to accomplish the big things.
- Focus on accomplishing daily, weekly, and long-term goals. Use checklists and deadlines to avoid procrastination.

