CREATING MORE TIME

1) Become aware of your current time/priorities (big rocks first!)
2) Every time you say YES, you are always saying NO to something else. No matter what.
3) Anticipate needs
4) Create systems for accomplishing tasks
5) Take time to restore yourself

Set timer – 25 min with 5 min breaks

Family calendar (electronic or paper). Even put meals on it so your kids aren't asking what's for dinner.

Break small tasks into more manageable ones. If you have a large home, don't attempt to clean the whole house in one day. Dust on Tuesdays and vacuum on Wednesdays or take one room at a time. We don't get things done, because we are overwhelmed before even starting. Ask about the notecard trick!

Fold and put laundry away between every load. It seems like you are duplicating steps, but if you wait until all the loads are done, then you risk it becoming too overwhelming or running out of time (and energy!)

Keep your lists on your phone (you always have your phone with you!) (Fav apps: Evernote & Grocery IQ)

Pick out clothes the night before, Make lunches the night before.

Clean and cut veggies when you buy them. Then they are ready to go at meal time.

Have a file system on your counter so you aren't always searching for important docs

Set reminders

Just get started. Done is better than perfect.

Take time to declutter your mind. Mentally you need to rest. Take at least 10 minutes a day to sit and be still. It will pay dividends for the rest of your schedule. Physical Clutter is Emotional Clutter. You must have room to breathe.

	Big	Medium	Small
Actual Time Spent			
Desired Priorities			

CREATING LESS CLUTTER

1) Create a place for everything
2) Keep like with like
3) Keep things where you use them
4) Store items by Hot, Warm, and Cold zones
5) Before you buy, think of where it will go in your house/office

If you doubt, throw it out (or give it away).

Turn over your wardrobe. Turn your hangers backwards at the beginning of the season and as you wear the items, re-hang facing forward. The clothes that are still turned around at the end of the season are the ones to get rid of. We only wear 30% of what's in our closet anyway.

Keep it consistent for kids. Color code drawers, calendars. Teach them young and they will learn.

Don't pile it, file it.

Unsubscribe from magazines or emails you don't read, or get an electronic subscription.

Create an exit strategy for paperwork.

Label cords when you buy them. Discard the cord when the electronic breaks.

Tape extra screws that come with furniture under it, so you have them when you need them.

Whoever uses it, puts it away.

Huge school project to keep? Take a photo of the child with the project and throw out the project.

Assign a plastic bin for each child to store their keep sakes. Keeps you organized and teaches them the value of what's important.

Create a drawer or rack for transient items – delivery, donate, gifts, returns

Clear counter=Clear Mind

the proper place

free to do more life