

13 WAYS TO ORGANIZE YOUR LIFE

(And Keep It That Way!)

BEING A WELL-ORGANIZED PERSON WILL NOT ONLY HELP KEEP YOUR HOUSE AND OFFICE IN ORDER, BUT YOUR MIND IN FOCUS. AND HELPING TO KEEP YOU FOCUSED IS WHAT ORGANIZATION IS ABOUT. IT CAN HELP TO LESSEN CLUTTER AND MINIMIZE DISTRACTION.



GOOD MORNING



1

MAKE A TO-DO LIST

2

ASSIGN YOURSELF A DO-NOW EVERY MORNING

3

DOWNLOAD A CALENDAR-APP

4

FOLLOW A FAMILY SCHEDULE

5

SCAN IMPORTANT ITEMS TO ELIMINATE PAPER

6

DELEGATE CHORES

7

BACKUP YOUR PHOTOS

8

GIVE EACH FAMILY MEMBER A JUMP DRIVE

9

ASSIGN EACH FAMILY MEMBER A LAUNDRY DAY

10

STORE A LIST OF PASSWORDS IN A SECURE PLACE

11

UTILIZE A TRAFFIC LIGHT SYSTEM

12

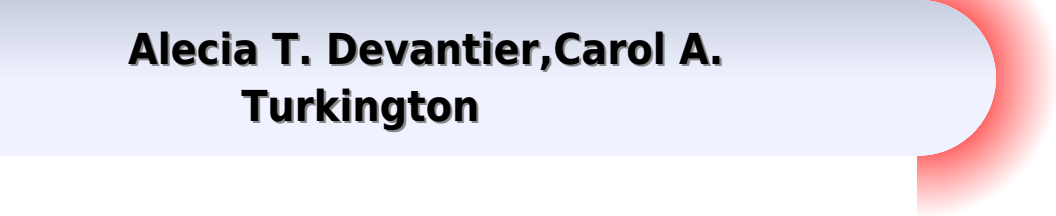
KEEP A RUNNING GROCERY LIST AS YOU FINISH ITEMS, SET ONE DAY EACH WEEK TO SHOP

13

START MEAL PLANNING EVERY WEEK

Add Friendly Ways To Organize Your Life

**Alecia T. Devantier, Carol A.
Turkington**



Add Friendly Ways To Organize Your Life:

Ignite the flame of optimism with Crafted by is motivational masterpiece, Fuel Your Spirit with **Add Friendly Ways To Organize Your Life** . In a downloadable PDF format (PDF Size: *), this ebook is a beacon of encouragement. Download now and let the words propel you towards a brighter, more motivated tomorrow.

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