

Top 10 Ways To Get Organized



☐ Purge and pare down. We both know you don't need that much stuff!

☐ Create a place for everything and put it back when your done with it

☐ Create systems for repeatable tasks

☐ Invest in backup software and storage

☐ Use financial/accounting software

☐ Use a calendar or planning system

☐ Make a list of your S.M.A.R.T goals

☐ Clean and organize for 15 minutes every day

☐ Establish daily priorities

☐ Focus on one project at a time