



Lucky 13 Tips to Staying Organized

Once you have organized your home to perfection, you'll find it doesn't stay that way for good. Life is busy and it doesn't take long for houses to fall out of order, so organizing is an ongoing job and maintenance is key! Here are my **Lucky 13 Tips** on how to keep your spaces and your life as organized as you want it to be:

1. If it takes less than 60 seconds, do it!
2. Commitment: Pledge to the organizing process. Continue to practice good habits and let go of old ones.
3. Maintenance: Schedule time on your calendar (daily, weekly, monthly—whatever works) for maintenance. Put things back in their home, hang up clothing, throw out the trash, and wipe down areas.
4. Change it up: Don't be afraid to change the system if it isn't working. Life changes and so will your home; go with the flow.
5. Be thankful: Encourage family members and acknowledge their contributions when they keep areas organized.
6. No digging: Don't unearth or search for anything you need; keep most-used items front and center; if it doesn't have a home, give it one.
7. Constantly purge: If you didn't already designate one, keep a bag/box on each floor and put in items you no longer need or want and donate regularly.
8. One bite at a time: If you feel overwhelmed, remember take one bite at a time; break a larger project into smaller, manageable tasks and stay focused until you complete the project.
9. Hire a cleaning service: A cleaning service helps you stay organized by clearing surfaces and floors before they come to clean. If you don't enjoy cleaning, hire someone else to do it.
10. Invite company: Welcome people into your home regularly; you'll be motivated to keep your home organized.
11. Keep it simple: Life is simpler with less stuff. Bring in less stuff to your home and spend less time taking care of your stuff.
12. Learn how to say no: When you say 'yes' to others, you say 'no' to yourself. Learn how to say no to stay organized. Look for the handout on my website.
13. Establish boundaries: Allowing others to step over our personal boundaries can keep you from staying organized. Look for the handout on my website.

Remember that every time you put something away, it's a gift to yourself. Happy Organizing!

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