



Maintenance is Key: Lucky 13 Tips to Stay Organized

Once you have organized your home, you'll find it doesn't stay that way on its own. Life is busy and it doesn't take long for homes 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 organized:

1. If it takes less than 60 seconds, do it! Perform the small tasks when they occur because they become big tasks if you don't. If you take a minute now, you won't need hours later.
2. Commitment: Pledge to the organizing process. Continue to practice good habits and let go of old ones. Keep goals in mind and go forward, not backward.
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, unclutter flat surfaces and wipe them down.
4. Change it up: Don't be afraid to change where items are located if it isn't working. Life changes and so will your home. Go with the flow and keep your home working for you, not against you.
5. Be thankful: Encourage family members to keep areas clean 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: Keep a bag/box on each floor to put in items you or your family no longer need or want. Donate when the container is full and start over!
8. One bite at a time: If you feel overwhelmed, break a larger project into smaller manageable tasks and stay focused until completion. Schedule the dates and times to complete the project and reward yourself along the way.
9. Hire a cleaning service: A cleaning service helps you stay organized; you'll need to clean-up, put items away, and clear surfaces and floors before they come to clean. If you don't enjoy cleaning, employ someone who does; it's well worth the money.
10. Invite company: Welcome people into your home regularly; you'll be motivated to keep your home organized and clutter-free.
11. Keep it simple: Life is simpler with less stuff. If you bring in less stuff, you spend less time taking care of your stuff. Practice one in/one out.
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 personal boundaries can keep you from staying organized. Look for the handout on my website.

Every time you put something away, it's a gift to yourself. Less stuff...more life!

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