



The National Association of Professional Organizers (NAPO) – New England Urges Taking Control of Your Life With These Easy-to-Learn Organizational Tips!

Take Advantage of Your Best Time

Take on your most difficult work when your energy is at its peak. This will help you focus and thus more easily complete tasks with less distraction.

Filing

Every time you start a new project, create a file folder for it. This is far more efficient than stacking the information somewhere.

Staple Over Clip

When filing, staple relevant materials together. Paper clips tend to catch on other papers within a file.

Avoid Over-scheduling

Plan no more than 75% of the day so you will have time to cope with interruptions and other unexpected problems.

Turn off the Phone and Email

When you are facing a tight deadline, turn off the phone and email. A ringing telephone and constantly checked email can be distracting and detract from your mental energy and focus.

Store Like With Like

Items used together should be stored together. For example, establish one spot for all your extra toiletries.

Trash or Treasure

Only if you answer yes to any of these questions is it a keeper. Does it work? Do I love it? Have I used it in the last year?

Stop the Subscriptions

Be realistic about your reading. If you find that publications pile up without you getting the time to read them, don't overwhelm yourself by continuing to subscribe.

The 20/80 Wardrobe Rule

Most people wear 20% of their wardrobe 80% of the time. Those seldom worn clothes take up room. If you have not worn it in a year, you never will. Throw it away; donate it, or sell it. Buy one new item you really love.

Go Clear

If you use boxes for storage, label them so you can readily identify what is in them. Clear plastic containers are ideal.

Cotton Over Plastic

Never store clothing in plastic bags. Plastic keeps clothing from "breathing" and can also cause discoloration. Instead, store in cotton garment bags that don't let light into them.

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