



- March is National Sleep Month. I think that is a great reason to start making more time for sleep in your schedule. Most adults don't get anywhere near enough sleep. Be sure to take care of yourself by allowing yourself time to get enough sleep. I know I sure need to do a better job of this.
 - A poor night's sleep can completely alter your attitude and productivity for the upcoming day. Rather than letting the lack of sleep get to you, consider moving your sleeping location in the middle of the night (such as move to a couch or guest room). Sometimes simply the move of location will allow you to fall back to sleep. If worse comes to worse, you could always start tackling that to-do list extra early.
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- Improve your life by having less. Go around the house today and fill a grocery bag, or two, full of items to give away. Then put the bag(s) of items in your car to have with you so that the next time you pass a drop off location you can donate the items.
 - When bringing in the day's mail, sort it immediately right over the recycle can and put any recycling immediately in it. Then go to your shredder and immediately shred any items that need shredding. Finally, bring what is left into the area where they belong (e.g., invitations by the calendar, bills in your bill paying area, magazines in the bin/basket where reading materials go, etc.).
 - The next time you are having difficulty giving up items, consider all of the people you can help with your donations. And on top of that, you'll get a tax write-off.
 - If someone told you that you could save yourself time and frustration every day, wouldn't you listen? That's what getting organized can do for you. Stop putting it off and get yourself going.
 - A tip from my mom...
When cooking, be sure to clean as you go. If you leave the entire mess from cooking for after the meal, it will be a real bummer and seemingly will take longer. Doing a little bit at a time, will spread out the clean-up and make it feel less like a chore.
 - Love this spring cleaning article for people with pets.
<https://www.cesarsway.com/dog-care/routine-care/spring-cleaning-tips-for-dog-owners>
 - "There is no value in having a room full of books you don't need--especially when other people can get value from those books." -- Joshua Fields Millburn "A Day in the Life of a Minimalist". This is so true of all of the extras and clutter in your life. Think about items you don't need or use and consider passing them along through donation to those who really do need them.
 - The first quarter of the year is almost complete. Can you believe it? Regroup and reconsider what your goals and achievements are for the year and get or keep

- yourself on track.
- Always keep to-do items with you in your car. You never know when you will be sitting and waiting at a doctor's office, children's practice, etc. and have an opportunity to catch up on reading, phone calls, or even your hobby like knitting or crocheting.
- If you keep waiting for the perfect moment, it will never come. Perfection is not a requirement and is a deterrent to action. Stop waiting and make your first move toward your goals. Steps in the right direction are better than no steps at all.
- Celebrate the first day of spring by going out for a nice walk or doing something else that helps you to celebrate spring and the fresh start it seems to give us all.
- Even though it's incredibly cold in the northeast today, warmer weather will be here before you know it. Take some time to start going through your fall and winter clothes and donating those that were never worn this season.
- When someone gives you advice, do you receive it as constructive criticism or do you take it personally? Most of us take it personally. Take a moment to think about where their advice is coming from, if it could have a benefit to you, and then receive it as a positive or simply let it go.
- I love this quote from Lee Silber in "Organizing from the Right Side of the Brain"... "I pared down to the bare essentials...and I feel more freedom than I have ever felt. Not once have I needed one thing I got rid of...after a while you begin to wonder why you had all that stuff in the first place."
- Spring has sprung! Review your coats and take note as to which ones you never wore all winter. Now is the time to let them go. Trust me, there is someone who needs them.
- If something is cluttering your mind, it may be time to tend to it. Sometimes it is as easy as making that phone call or sending that email. Other times it's a lot harder, but always worth it.
- If you are running out of time every day, consider how much time you are spending on social media. If you spend a total of 1 hour per day on social media, even cutting it by 10%, would add up to quite a bit of new found time each week. In this example, you would have almost given yourself 45 minutes total over the week.
- Ever wonder how many plastic shopping bags to keep? Usually, one bag full of bags is plenty. Take all the extras to a Target, they'll recycle them.