



- ✿ It's hard to get somewhere without a GPS or map. Why would you try to attempt a major project without following steps to get to your goal? Make your plan, and then move forward.
- ✿ A tip from a Facebook fan--"If you don't use it, if you don't cherish it, give it away."
- ✿ If you arrive early to an appointment, spend that extra few minutes to make a quick call or reply to a short email. Of course, be parked beforehand. You'll feel good to have been productive rather than just waiting.
- ✿ Take a minute to let someone know how much you appreciate them. Sometimes days blow by and we forget to thank all of those around us that help us so much.
- ✿ If you wake up before your alarm goes off, consider getting out of bed and getting an early start rather than just lying there trying to fall back to sleep. You might be surprised at what you can do during that time.
- ✿ Take 10-15 minutes and start to tackle an area in your house that is driving you crazy. It could be paperwork and filing, the garage, the basement, a junk drawer...you name it. Accomplish whatever you can in that time and then stop. Unless it motivates you to keep going, then by all means, keep going. Then spend another 10-15 minutes each day until the area is as you would like to see it.
- ✿ If you allow others to block your dreams, you're missing out on a lot. Believe in yourself no matter what the naysayers may say.
- ✿ When you find yourself saying "I need to take the time to take care of that laundry" or "I need to clear off the dining room table," take the next step and block time out on your calendar to commit to doing it and don't be afraid to ask for help.
- ✿ Re-gifting is not only OK, but it's also a good economic and environmental decision. Why just let something sit in a closet or in a landfill when someone else can put it to good use.
- ✿ From Sheila McCurdy's "The Floor is not an Option," "Just like a cluttered file

- cabinet, a cluttered mind keeps you from knowing where things are when you need them."
- ✿ If you want to have a fun dinner without the expense, consider making pizza together or even cheesesteaks. It will be quick, easy and cheaper than ordering.
  - ✿ I love this tip from Marilyn Paul, Ph.D.'s "It's Hard to Make a Difference When You Can't find Your Keys," "...When you are not running from one activity to the next, you can actually feel yourself, and that can be a little scary. You will have free moments. Even a moment of freedom can be challenging, since most of us are lost in the tyranny of our scheduling."
  - ✿ Baskets can be beautiful, but they are difficult to store. Consider putting to use the ones you like. They can be hung from the wall or ceiling in your kitchen, used on counters and tables for storing any number of things (magazines, books, remote controls, etc.)...you name it. However, if you have tens of them and only use a few on occasion, consider giving some away. They just take up too much space. Hey, you could even give them away by using them as a gift basket.
  - ✿ Part of organizing is to internalize a sense of consequence so that you become aware that saving one piece of paper at one point in time could lead you to an overwhelming mountain of papers later on."--Marilyn Paul, Ph.D. in "It's Hard to Make a Difference When You Can't Find Your Keys"
  - ✿ Start Off Fresh. Don't get down on yourself today for what you didn't accomplish yesterday. Start off fresh and with a good attitude. Make a To-Do List first thing in the morning and make it reasonable. Plan to attack the majority of your list at the time of day that you are at your best. Make your list realistic and take into account any other obligations for the day (doctor's appointments, sporting events, etc.).
  - ✿ Take charge. If you are in a meeting or on a lunch date that doesn't seem to be going anywhere, take control of the situation. Of course, be careful who you are with and don't offend anyone, but also don't let other people waste your time. Time is too precious. If you have more of it, you can be more productive.
  - ✿ 10 out of 10 professional organizers agree-- You are not your stuff. Your stuff may hold a special place in your heart, but the memory is in you, not in the item.
  - ✿ Someone once said something like the following...  
Whatever follows "I am" will follow you. So consider what you say...maybe say "I am successful." "I am happy." "I am in control." Rather than..."I am overworked." "I am bored." "I am tired." Consider what you say and how it affects you, your life and others around you.
  - ✿ If you see a neighbor that's in need of assistance, please consider chipping in if you're able.
  - ✿ I love this perspective from Lehmkuhl & Cotter-Lamping in "Organizing for the Creative Person"..."See if perhaps you're expecting a lot more of yourself than you would of someone else in similar circumstances, given the same amount of resources as are available to you."