



- 📌 When making your to-do list, be sure to put it in priority order. There is no reason to spend a lot of time on something that is not important while not completing your important tasks.
- 📌 Keep pen and paper handy in many locations (purse, nightstand, junk drawer, in your car, etc.), that way you can jot things down rather than just trying to remember them. Or you can use your phone and set reminders, or text or email yourself. Getting those things out of your mind and onto a list, will help to free your mind to work more clearly.
- 📌 Mental clutter is also a thing. "Letting go of things you can't control is a huge part of the mental decluttering process." -- Sarah Knight in "Get Your SH\*T Together"
- 📌 When you're taking out your Halloween decorations, be sure to review them for anything that needs to be trashed or donated. If it looks beat, you haven't used it in years or the wires look frayed, get rid of it. If it's in good condition, but you just no longer use it, donate it.
- 📌 Are you always running late? Do you lose track of time and just don't know why? Track your routines every day for a week. You will be able to take note that perhaps showering actually takes you 15 minutes, not the five minutes you always allow for. Or maybe setting up your coffee takes three minutes when it feels like one. After tracking yourself for one week, you will have a better grasp of how long tasks really take and be better able to be on time.
- 📌 "Just because you dispose of something does not mean you give up past experiences or your identity." -- Marie Kondo in The Life-Changing Magic of Tidying Up
- 📌 Take 5 minutes to go through your pets toys. Remove and discard any that are torn or no longer safe for them to play with. Then if there are more than they need, take a few and put them away. Then swap them out every so often. Your pet will be happy to have "new" things to entertain themselves every few months.
- 📌 Marie Kondo in her book "The Life-Changing Magic of Tidying Up" says, "There are three approaches we can take toward our possessions: face them now, face them sometime or avoid them until the day we die." Although the third choice may seem like the easiest, it will weigh on us and those we leave behind
- 📌 Don't waste time putting yourself down or judging yourself harshly. It adds nothing and just makes you feel terrible. Believe you're the best; you can do it and promote yourself. You're capable and able.
- 📌 Do you always think the grass is greener next door? Many of us do. Maybe it's time to start a gratitude journal so you realize all that you have to be grateful for.

- 📌 Change up your routine a bit; it's good for your mind. Something as simple as taking a different route to work can do the trick.
- 📌 Can you believe the stores already have out Christmas decorations? Don't let them dictate your schedule. Allow yourself to enjoy each holiday and day as it comes. There is no pressure, it's false pressure, Christmas & Hanukkah are over 2 months away.
- 📌 Getting board of the look in a room in your house? Don't go out and buy stuff. Something as simple as a coat of paint or moving decorative items from one room to the next can make a world of difference.
- 📌 Find what motivates you - music, a small reward, time with a friend - then promise yourself that after clearing some clutter for an hour or two.
- 📌 If you have an Alexa or similar device, use it to set reminders and timers to save you stress. I use mine while cooking, if something pops in my mind that I don't want to forget, to make me laugh, you name it.
- 📌 Winter will be here in the northeast U.S. before you know it. Be sure to have shovels, ice melt and hot chocolate on hand. Don't wait 'til the last minute. What would happen if you were unprepared and didn't have the hot chocolate? 😊
- 📌 It's Friday, be sure you make time for yourself and your family this weekend. Work will be there on Monday, trust me.
- 📌 How many pens and pencils do you really need? Is your desk drawer or junk drawer overflowing? Consider purging some. Many schools will be happy to take them off your hands.
- 📌 Keep your coupons with you (in your purse, car or phone) so that you have them when you need them. Keeping them in a drawer at home won't save you any money. 😊
- 📌 Letting your thoughts control your day is not the best way to go. Write it down, get it off your mind and get better control of your day.