



10 tips to
staying
more
organized

STASH IT, STORE IT

1. Use the 30 second rule... If you can put it away or recycle it within 30 seconds, then go ahead and do it.
2. Store like things together.
3. Consider not making or keeping paper copies if you can store the files electronically or retrieve the information from the web.
4. Don't buy or use containers or files until you know what you need them for and where you'll put them. Don't risk duplicating efforts. Label everything!
5. Don't keep items that are not worth repairing. This also goes for mysterious, unrecognizable, or other unworthy items.

FIND IT, USE IT

6. Have a small discard box so that when you find things that are no longer useful, you can put them in the box to discard. Recycle daily.
7. Have a calendar and use it to maintain appointments. It can help you get ready!
8. Spend about 15 minutes during the day putting things away and picking up. This way, you can find them the next time you need them. Handle items once.
9. Have a simple system to file papers.
10. If you can't find something that you want or need... you might consider becoming more organized.

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