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"Coaching Busy People to Make Every Day Count!"

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10 Daily Timesaving Habits

by Marcia Ramsland, **Simplify Your Life: Get Organized and Stay that Way!**

The faster the pace of your life, the more organized you need to be. Simplify your life by mastering these ten timesaving habits.

- 1. Make your bed and make your day.** It takes only two minutes to give you sixteen hours of order. Besides, a room is 50–70 percent clean when the bed is made.
- 2. Practice the “two-minute pick-up” every time you leave a room or your desk.** Before you leave a room, turn around and quickly put away everything for two minutes. The more you put away before you leave, the smoother your transition when you return.
- 3. Learn to love clean counters.** Cluttered counters represent undone actions. Significant amounts of time and energy are lost if dishes, mail, children’s papers, and clutter are not dealt with or neatly put away.
- 4. Cut your work in half by putting things away now.** One of the biggest time wasters is saying, “I’ll deal with that later.” Put everything away now.
- 5. Set the pace for your day by arriving early, or at least on time, at your first event.** Your arrival time at the first event often sets the pace for the rest of your day. Stress less by arriving on time.
- 6. Be sure dinner is on time and regular.** Late dinners throw everyone out of whack—late baths, late homework, and late chores. Have dinner at a time that still gives you plenty of day left to get things done and plan for tomorrow.
- 7. Solve the problem of “I forgot . . .” Don’t clutter your mind with things to remember.** Write them down in your planner and review it frequently.
- 8. Assign to-do items to the three days you have most control over: today, tomorrow, and the next day.** Life has a way of filling up quickly, so try to do each item promptly. Also, limit your lists to ten items so that you don’t get overwhelmed.
- 9. Strive to focus your day’s events on things you enjoy.** You will enjoy the things you like to do a lot more if you get other things done in a timely and orderly fashion.
- 10. Congratulate yourself daily for your accomplishments.** Use positive self-talk during the day. And if you go through your day with a smile and a good attitude, you get bonus points for brightening up the world.