3 Simple Time Saving Tips

01 Set Daily Goals

- Spend 10-15 minutes every morning, or the night before to determine 2-3 important things that must get done and write them down.
- "Eat the frog!" Tackle your biggest or hardest task first and get it out of the way. Its smooth sailing from there!
- Check it off your list when its complete. Man, does that feel good!

02 Make A List

Whether you are old school pen and paper, or a techie, create a running list of to-dos, or, if you run out of something, put it on your shopping list right away.

Side Note There's an app for that!
One of my favorite apps to use for lists and shopping lists is called COZI. Cozi lets you create all types of lists and manage calendars for yourself and each individual family member. PLUS, you can even share the lists and calendars with members of your family so everyone has access to it.

03 Be Consistent

The point is to train yourself so you just do these things without even thinking about it. Consistency forms habits and habits create routines, which in turn, saves you time in the long run. It takes 2 months to form a habit. Stick with it. Trust me, you'll thank yourself later!

Small Steps to Organize Any Space

If you are looking for a simple way to get started organizing, or even maintaining an organized space, try these small steps:

01 — Start Small

Set a timer for 10-15 minutes (or even use that pot of water that has to boil in your kitchen!) Throw on some tunes, a podcast, or listen to a book and work on one space. You can work on one drawer, or one shelf at a time.

02 — Stay On "Trac"

Think of this acronym "Trac" to help you remember the steps to organize a space:

Take	Remove	Arrange	Contain
everything out of the space	clutter, trash, or any item that does not belong	items into like categories	items in each category in bins so things stay neat