

How to Be Organized

Organization is important in work, school and even in your personal family life! So this article is for all of you. This is for the messy, cluttered critical thinking wiki user's or geniuses!

Steps

1. First, if you don't already have one, buy a calendar. If you are an extremely computer person, you can get an software/internet calendar. Write down (or type up)all your friends' and familys' birthdays, events happening soon etc. If you can, colour code the different types. Put the calendar somewhere easy to see, and check it every morning. This will help you remember birthdays and everything else.
2. Buy some post it notes and write down things you need to remember. Stick them to your fridge or somewhere that you walk past a lot.
3. Buy a diary and write down events that are happening soon. Make sure you write down times and details, and check your diary every morning.
4. Get a big stack of index cards. Tie them with a binder clip, a scrunchie or a rubber band. Keep them in your pocket and write down things you need to remember. When you get home, take out the used cards and put them in a box somewhere. This way you'll have a running diary of what you've done.
5. If you have a lot of clutter hanging around, buy some storage boxes or drawers, and sort everything out. For example, you could have a box for your school books and school equipment, and make sure everything goes int hr right drawer/box. If it helps, buy some labels and stick one on the front of each box/drawer so you know whats inside. Alos, buy CD holders and organize your CD collection and things like that.
6. If you are always forgetting an address or telephone number, buy a new address book and write everyones addresses, numbers, emails etc and carry it around with you.
7. If you are always forgetting to read your mail, answer an invite etc, keep a tray somewhere obvious such as your kitchen table, if you dont have time to read a letter, put it on the tray. When you walk past, you should see the pile of letters and you will remember to read them.
8. Get one piece of organizational software and learn how to use it. GTDTiddlyWiki is a good one.
9. Don't spend too much time messing around with new tools. Get one setup and use that one setup. To do otherwise will work against you by wasting time.

Tips

- Shelves for school lockers are always useful. If you still go to school.
- Gmail has a good calendar/planner, and so does Palm Desktop.

Warnings

- Don't make your to do list too big, start with small projects and only after completing 3 or 4 do you add more tasks

How to Become More Organized

Is clutter driving you crazy? An organized lifestyle can mean efficiency in your day and a more relaxing time while at home. Use the following tips to get some organization in your life.

Steps



1.



Work on one area of your living space at a time. Go area by area until your whole home is organized.

2. Have three boxes or large bags labeled "KEEP", "DONATE", and "TRASH". As you pull each item off the shelves, from dusty corners, from under beds and couches, or wherever, put it in one of these boxes/bags.
 - In general, if you haven't used an item in a year or more, it is probably safe to throw/give it away.
3. Dispose of the "TRASH" box/bag immediately and give away your "DONATE" box/bag as soon as possible to a local charity like a church, Goodwill, or the Salvation Army.
4. Assess your KEEP box/bag. You should ask yourself if these items belong in this section and how often you use each of them.
 - If an item belongs elsewhere in your home, put it there. If you don't use an item frequently, consider how you can store it so it is out of the way of the items you use more often.
5. Work throughout your living space weeding out all of the extra "stuff" and placing everything else where it belongs.
6. Now that your possessions are organized, maintain this state by ensuring that items belonging in a particular area stay there.

- If you use something, put it back where you found it when you're finished.
 - If you need to relocate an item to a cluttered area, re-assess why each item is there so you can make room for everything you need.
7. Buy or re-use organizers to store items that would otherwise look cluttered if left out in the open.
 - For important files (i.e. insurance documents, automobile information, receipts, instruction manuals), purchase a filing cabinet or look for one in a local garage sale.
 - Designate a counter top as a "landing pad" for your keys, purse, cell phone, and other items to be put away at the end of the day.
 - Keep one drawer in your desk for supplies such as pens, paper clips, and sticky notes so they are not roaming around the house. Always looking for a pen? Now you will always know where you can find one.
 8. Buy a planner. Write in designated times to maintain your newly organized space. Color-code your planner so you can easily pick out meeting times, due dates, and appointments.
 9. If you continuously maintain your space, you will have less clutter building up.

Tips

- When choosing which area of your living space to begin organizing, try starting with the area that you use the most, such as your study area, if you are a student, or the kitchen.
- A good way to store infrequently-used items is to invest in good quality organizers, such as CD holders, bookcases, and under-the-bed containers. If you have a birthday coming up or Christmas is around the corner, try asking relatives for gift certificates to the Container Store, Bed, Bath & Beyond, IKEA, Target, or Wal-Mart.
- American culture is livid about organizing. Therefore, you can usually find organizers that are trendy and fashionable, so you won't have to worry about hiding items away that you store.
- Find ways to reuse your existing organizers. For example, if you have a candle holder but no candles, you can use it to hold pencils instead.

Warnings

- Keep in mind fire hazards while you are organizing. Some safety hazards include overloading a wall outlet with extension cords, storing huge stacks of newspapers, or not putting away shoes and other articles that block your exit path in an emergency.
- Be careful when moving furniture. Lift with your legs, not your back, and ask a friend to help you.