

20 SMART Goals to Set to Become More Organized and Efficient in Life

1) I will have my kitchen fully organized, clean, and neat before I go to bed each day for the next 6 months.

2) My closet will be neatly stacked and in order each day before I go to bed for the next 6 months.

3) The garage will be decluttered entirely within the next two months.



4) My living room and family room areas will have only items that belong there while all other things will be put away at the end of each day.

5) I will not leave my workspace each day for the next 6 months (at home or work) unless I organize and store supplies or documents in neat and organized piles ready for use the following day.

6) I will make sure gardening tools are neatly stacked or put away at the end of each week.

7) I will use an electronic or paper planner to keep myself organized and only work on tasks.



8) I will use a calendar to block out time in my day to do the most essential things and manage my time effectively.

9) Bedrooms will be organized and completely decluttered within one month and maintained for the next 12 months.

10) My email inbox will be cleared and organized within the next 2 weeks.

11) Within the next month, I will have at least one extra item in my garage for staple items, like toilet paper, paper towels, bottles of water, etc.

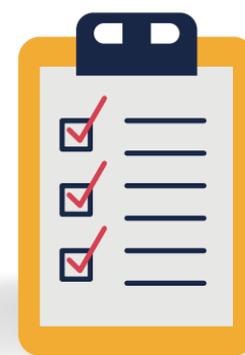


12) I will have a neat place to store all my important documents in a neat order within one month.

13) I will clean and organize my vehicle's interior once each weekend for the next 6 months.

14) I will clean and organize my purse, backpack, or handbag once each weekend for the next 6 months.

15) I will use a shopping list every time I need to go to purchase items, such as groceries, clothing, and household supplies for the next 12 months.



16) I will make a list of deadlines and use it every day for the next 12 months.

17) I will do a complete Spring cleaning of my home and workspace to organize and tidy up.

18) I will organize utility drawers and check them weekly to ensure they stay neat and well-kept.

19) To prevent pile-ups and clutter, I will have all laundry done on a weekly basis for the next 8 months.

20) The backyard will be entirely decluttered within one month, and only items that enhance outdoor living will be neatly preserved.

