

ORGANIZING TIPS

BRIGHT BEGINNINGS PROFESSIONAL SERVICES

Get organized! Are you feeling a bit overwhelmed? Don't be!

"Organization" means different things to different people. With that in mind, Bright Beginnings works with YOU, your needs, your capabilities, and what organization means to YOU! Managing time is essential. We'll help you come up with a plan that works for YOU!

Here are some time-saving tips:

- Work on just ONE project – closet, kitchen, pictures, recipes, collections...
- Sort through or clean out just ONE drawer, closet, or shelf at a time
- Do ONE thing at a time – no multitasking
- Buy only what you need and not what you want
- Minimize, simplify & downsize
- Ask for help – delegate and share
- Use a system that works for YOU
- Learn to say "No"
- Managing your time is essential!!
- Make a list of projects or tasks you want/need to accomplish

Did you know that there is a system to being more organized, and EVERYONE can accomplish this? You'll be surprised that something as simple as labels, bins, baskets or even a closet door can do wonders for getting you organized!

- Too many projects on your plate and not sure how to get them all done?
- Do you have to run to different rooms or areas of your home to get one project completed?
- Are your closets a mess?
- Do you spend more time than you need to find things in your garage?
- Do you have areas in your home that have boxes or items that you have not seen or used in over a year?