



Essential Tips From a Pro

We recently asked professional organizers what they do to stay organized.

Steve Webber (stevesorganizing.com) shared with us the tips he personally follows to stay organized at home and work.

- Purge paper files yearly
- Purge Outlook email yearly
- De-clutter the home screen on your phone monthly
- Keep your work bench clutter free
- Put all appointments on your calendar
- Predetermine a place to store an item before making a purchase
- Sort like things together
- Use containers for as many things as possible
- Label, label and more labeling
- Open snail mail daily
- Toss junk mail into an outside recycling container (don't let it enter your home)
- Create a functional space to hold your keys, wallet/purse and mobile phone
- Plan your daily meals a week in advance
- Decide what you will wear the night before
- Don't go to bed until the kitchen sink is clean
- Use your kitchen timer to stay on task
- Place reoccurring tasks and appointments on your calendar with a reminder
- Old plastic food containers make good drawer dividers
- Place a garbage can in each room of your house
- Keep it simple
- Only keep things that support you and deserve a spot in your home
- Use a password manager to keep your passwords safe
- Invest in good lighting (it is difficult to find what you can't see)
- Double the time you think a project is going to take (by the time you plan your project, process the stuff and space, and then cleanup after yourself, it will have taken twice as much time as originally anticipated)
- Realize that if you pay for storage outside of your home, you are actually paying more than the original purchase price for each item, every month you pay your storage bill
- The more you have, the more you have to maintain
- Perfection is not possible [GO](#)