



2017
Get Organized

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31 Daily Habits to Get and Stay Organized

- Assign a home/ hook/ bowl for your keys (and only keys), and put them there every time.
- Check your calendar first thing in the morning.
- Look at your to-do list. Pick three items to complete today.
- Hang up your jacket.
- Hang up or put away at least 5 items of laundry.
- Plan dinner for tomorrow night and assemble the ingredients.
- Avoid buying something that you would otherwise have bought.
- Carry something upstairs and put it where it belongs inside a dresser, closet, or cabinet.
- Put at least 1 thing in a donation bag or box in or near your car.
- Carry something downstairs and put it away where it belongs in a dresser, closet or cabinet.
- Write down 1 appointment to take care of your physical self in the next week or month (work out, get haircut, schedule doctor's appointment, etc.)
- Read 1 thing that you've been looking forward to reading (article, website, or book).
- Clean all the trash out of your car, briefcase or backpack.
- Fix or make arrangements to fix one thing that's broken or that need's mending.
- Organize your wallet, pay bills, check your balance, or make a savings deposit.
- Recycle 5 magazines, catalogs or newspapers into the recycle bin.
- Delete 10 bad-quality photographs from your phone or cloud service.
- Use your favorite timer (microwave, phone, or egg timer) for 15 minute organizing projects.
- Quickly organize one small drawer, shelf or basket of items in under 15 minutes.
- Read one document you've been putting off (insurance, financial statement, manuals, etc)
- Call, email or mail 1 person you'd like to stay in contact with.
- Put one thing on your written or electronic shopping list (but don't buy it today!)
- Put a label on at least 1 thing.
- Go through one small drawer/bag/toy bin/calendar week WITH your child or spouse.
- Empty or throw out one item or container from the refrigerator.
- File something. Anything.
- Tie up, roll up, fold up, stack up or close up something.
- Wipe down one horizontal surface like a bathroom sink, kitchen counter, or car dashboard.
- Recycle something into your everyday routine, like mason jars or storage boxes.
- Decide if something that isn't getting done needs to be delegated or hired out.
- Stand back and admire an organized part of your life.