

# 10 WAYS TO GET ORGANIZED THIS WEEKEND

Small changes that can bring about big improvements—less clutter, fewer hassles, and greater tranquility in your life.



- 1. Fight the tendency to over-commit.** ADDers spread themselves too thin. For each new commitment you make, give up an old one.
- 2. Break out of hyperfocus.** If you tend to lose yourself on eBay, set an alarm clock, kitchen timer, or computer alert—or arrange for someone reliable to call you at a specified time.
- 3. Join an ADD support group.** Members can get together online when it's time to tackle boring tasks, like filling out tax returns or filing: One at a time, each person leaves the computer, dedicates 15 minutes to the task at hand, then returns to instant messaging—to joke, commiserate, and congratulate one another. Find out more about support groups at [chadd.org](http://chadd.org).
- 4. Dedicate a drawer to insignificant items.** What to do with old greeting cards, spent batteries, unidentified CDs and cassette tapes, orphaned screws? Toss them into a “ripening drawer.” Once the drawer is full, quickly sort through it. Use what you can, and discard the rest. Then start the process anew.
- 5. Create a “launch pad” near the front door.** Create cubbies, pegs, hooks, or containers to stash things that family members need each time they leave the house—umbrellas, school backpacks, briefcases, pocketbooks, keys, scarves, and so on.
- 6. Pre-assemble your work clothes into complete outfits.** Hang them on sturdy hangers in your closet. To help organize children's clothes and toys, look for items at [organize-everything.com/kiddailor.html](http://organize-everything.com/kiddailor.html).
- 7. Double up on tasks.** Make a habit to do two small things in concert. You might reset your clocks and change the batteries in your smoke detectors each autumn. Or get an oil change and balance your investments on the same day. Or reorganize your pocketbook each time you water the plants.
- 8. Stanch the flow of junk mail.** Add your name to the “do not send” list maintained by the Direct Mail Association. Go to the [dma.org](http://dma.org) for more information.
- 9. Switch to online banking.** How much time do you spend each month writing checks, addressing envelopes, and sticking on stamps (not to mention mailing the checks)? It's faster and cheaper to do your banking online—especially since you can set up recurring bills to be paid automatically.
- 10. Get a debit card.** Use it instead of a personal check whenever possible. Each time you use the card, make an entry in your check register as if you had written a check.

