

## SIMPLY PRODUCTIVE'S TOP 10 HOME ORGANIZING TIPS

- 1.** 80:20 Rule – You use 20% of your stuff 80% of the time
- 2.** For dramatic visible results, always start with the visible piles first
- 3.** Clutter is deferred decisions™ – avoid putting it off for later, later never comes
- 4.** Purge your environment regularly. Do not hold onto unnecessary items
- 5.** Group like things together when organizing any space
- 6.** Label trays and containers for ease of use and efficiency
- 7.** Wrap up each day by planning for tomorrow!
- 8.** Invest the time necessary to organize your home one room at a time
- 9.** Write things down in a consistent place instead of relying on your memory
- 10.** Get the secret “Tools of the Trade” at [www.simplyproductive.com](http://www.simplyproductive.com) and eliminate your piles today!

Sherry Borsheim, founder and president of Simply Productive ([www.simplyproductive.com](http://www.simplyproductive.com)), organizes your paper, space and time at the office and home. She has the hidden secret to help you find anything in 5 seconds or less and eliminate the piles of emails in your Inbox so you can increase your fun time and decrease your stress.