Top 10 Ways To Get Organized





- [ ] Purge and pare down. We both know you don't need that much stuff!
- [ ] Create a place for everything and put it back when your done with it
- [ ] Create systems for repeatable tasks
- [ ] Invest in backup software and storage
- [ ] Use financial/accounting software
- [ ] Use a calendar or planning system
- [ ] Make a list of your S.M.A.R.T goals
- [ ] Clean and organize for 15 minutes every day
- [ ] Establish daily priorities
- [ ] Focus on one project at a time

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