

# 5 EXPERT TRICKS

These pros know how to get organized in minutes. Put their strategies to work throughout your home and free up time for the things you really want to do.



## CLOSET CONTROL

"Set a timer for 10 minutes and go through your clothes, organizing like items together (e.g., jeans, shirts, dresses). If you have time before the ringer goes off, arrange sorted items by color. Spend another 10-minute session organizing your shoes. Put off-season shoes in storage and put the remaining shoes on a shoe rack."

—S.J. SCOTT AND BARRIE DAVENPORT, PRODUCTIVITY EXPERTS, CO-AUTHORS *10-MINUTE DECLUTTER*



## CLEANSE YOUR CUPBOARDS

"Clear out your cabinets one at a time. Look at each item and ask yourself, 'Will I use this again? Does it work?' If the answer is no to either, do not store or keep it. Get rid of it! Donate or toss it as soon as possible."

—VICKY SILVERTHORN, PROFESSIONAL ORGANIZER, AUTHOR *START WITH YOUR SOCK DRAWER*



## WORK IT

"Always on the front lines, the living room and entry are right up there with the kitchen as heavy traffic zone. Set up a command center by the door for all the things that come in and out on a regular basis: keys, backpacks, shoes, hats, gloves, the dog leash, etc. Create a landing zone for the minutiae of life—mail, magazines, pens, and receipts. These stations are a great example of breaking the rule of grouping like with like because, in this case, it's better to store certain items right where they're used."

—MONICA LEED, PROFESSIONAL ORGANIZER, AUTHOR *SIMPLY SPACED*



## always tidy

"One new behavior can transform your home from messy to clean literally overnight. Create a checklist of small chores that need to be done every night, no matter what—like loading the dishwasher, wiping down the kitchen and bathrooms, and putting away any clutter that's left out. Make sure the tasks won't take you more than 20 minutes to do so you stay motivated and it will become routine."

—CASSANDRA AARSEN, PROFESSIONAL ORGANIZER, AUTHOR *REAL LIFE ORGANIZING*

## WORTH IT!

"TO MAKE THE MOST OF YOUR MENTAL CLARITY, SCHEDULE A TIME TO CHECK YOUR EMAIL WHEN YOU'RE NOT AT YOUR PEAK. YOUR PROJECTS AND TASKS SHOULD TAKE PRECEDENCE WHEN YOU'RE MOST FOCUSED. BY MAKING THIS ONE SIMPLE CHANGE AND PROPERLY UTILIZING YOUR PRIME TIME, YOU CAN SAVE YOURSELF COUNTLESS HOURS EACH WEEK."

—HOLLY REISEM HANNA, PRODUCTIVITY EXPERT, AUTHOR *TIME MANAGEMENT IN 20 MINUTES A DAY*