Easy Organized

from Curbly.com

The One Minute Rule

Mail clutter, dirty dishes, or just putting things away, if you can do it in under a minute, DO IT. Right now.
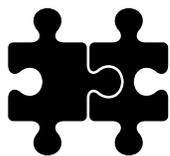
Store Seasonally

As seasons change, clear closets, mud-rooms, and entryways of unnecessary items. Bulky coats, hats, and gloves go in boxes until you need them.

Recycle

Old magazines, newspapers, and even grocery bags can be recycled. If you've been holding on to these "just in case", it's time to let go!
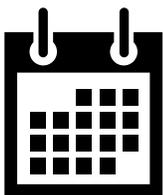
Break it down

Choose a task/chore. Set a timer for 10 minutes. Do as much as you can before the buzzer. It's amazing how much you accomplish when you break tasks down into chunks.

Check Expiration Dates

Start in the kitchen and pantry; toss anything that's expired. In the bathroom, get rid of cosmetics, toiletries, or prescriptions past their "best used by" dates.

Scan and Shred

Old paperwork piles up! If your filing cabinet is overflowing, scan your docs and store them digitally. Then shred papers containing personal or sensitive information.

Weekly Checklist
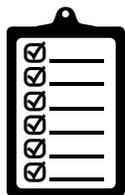
Plan which chores to finish each week by breaking them down by room (kitchen, bathroom, etc.), then listing specific chores for each. **Tip:** start with worst chore first! Get this one out of the way and earn a sense of accomplishment – and inspiration to keep going!

Closet Audit

Donate clothes you haven't worn in over a year or items that no longer fit. Your closet space will thank you!

Tip: Turn all your hangers around "backwards" (do this right after you've done laundry). Then when you wear an item, take off the hanger and turn it around the "right" way. After a while, the clothes you never wear will be obvious (their hangers will remain backwards).

Label It!

Create a storage system that works for you. Once everything has a place, label it! Knowing where things go enourages sticking to the "one minute rule" and prevents clutter build-up.