

20 Ways To Get Organized Today



1. Keep a decorative dish by the door to place keys and any other items you'll need when you leave the house
2. Put a basket near the entrance for bills that need to be paid, and use another basket for bills that have been paid – be sure to mark a date on the calendar at least once a month to organize and file paid bills. Sort into labelled file folders, and store in a file cabinet or bankers box
3. Keep an envelope handy for receipts that may be needed in case of warranty claims or returns – make a point of going through these once a month when you sort your bills
4. Install hooks inside the coat closet and use for hanging things such as umbrellas or flashlights
5. Install hooks on the back of your bedroom closet door to hang necklaces and bracelets from
6. Store scarves, mitts, hats, etc in a box that can be easily stored during the warmer months, and easily found before winter
7. Store seasonal items in Rubbermaid bins, and label clearly
8. Decorative storage boxes are a great way to store almost anything – purses, hats, CDs, etc
9. Use clear containers to store items used more often so they can be easily identified
10. Create a folder or box for all tax related information – file items such as renovation receipts, charitable donations, T4s, etc throughout the year – this will make tax time much less taxing!
11. If you're not the scrapbooking type, and never seem to get around to putting pictures in albums, file in a box, and be sure to clearly mark what the pictures are of either with index card dividers, or the photo envelope the pictures came in (see ATH from May 11/09 to make your own photo box)
12. Keep all your instruction manuals a box, clearly labelled – you can use a shoe box, or a plastic storage container
13. Paper boutique bags, or gift bags, can make attractive for an attractive storage solution – store items and hang on hooks in your closet
14. Pick up greeting cards when there is a sale so you're never caught on an occasion without one – store in a clear storage box or wicker basket
15. Wrap labels around the ends of cords plugged into a power bar, and label the item they're attached to
16. Keep your sheet sets together by storing the sheets and extra pillowcase inside the other pillowcase
17. Organize the junk drawer with a drawer organizer, or multiple small plastic bins (a variety of sizes available at the dollar store)
18. Buy furniture with hidden storage, such as ottomans, bench seats, or easy chairs with armrest storage
19. Use an umbrella stand or tall vase to store wrapping paper – especially handy during the Holiday season when you're wrapping lots of gifts, and it will blend in nicely with the other holiday decorations
20. Go through your closets every summer and winter to purge items that you no longer wear and donate to goodwill

