

# Ten Ways to Simplify Your Life

Here are 10 quick tips to help you be more organized at work and at home so that you have more free time.

1. **Get organized at home.** Sell, donate, recycle, or throw out everything in your home that you don't use on a regular basis. Start with one room or a small area, such as a closet, and tackle that first. Consider having a garage sale.
2. **When you open your mail each day, toss junk mail and old newspapers and magazines into the recycle bin.**
3. **Plan meals for a week or two and make a complete list for grocery shopping.**
4. **Cook and freeze double batches so that you have enough food for two meals.**
5. **Pack lunches and lay out clothes for yourself and your child the night before.** Older children can do this on their own.
6. **Keep your workspace supplied with the things you need to do your job.** Make sure you have paper, ink, writing utensils, important manuals, or anything else you need before you start your shift. If you don't have your own workspace, carry a folder or stock a drawer with everything you need at work.
7. **Clean out files, drawers, and shelves regularly.** Throw out old papers, notes, and anything else that you don't use or need. Do this at work and at home.
8. **Keep a single calendar at home.** Write down birthdays, family, school, and work events, appointments, chores, and activities. Even include specific times when you'll clean out your closets and other areas of your home.
9. **Cut back on commitments.** When things get too hectic, cut back on some of the nonessential activities you and your family are involved in. Allow yourself to say no.
10. **Look at your daily routines and what changes you could make to save time.** For example, instead of running errands several times a week, you could make a list of everything you need to do and run all your errands at once. Or you could do some of your holiday gift shopping on your vacation, so the holiday season won't feel so frantic.

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