Tips for the End of the Year

Now that the end of the year is upon us, it may be a great time to spend the last few months getting some areas of your life in order. Here are a few suggestions that you can work on a little each day, so that you'll be able to start the year fresh. Also, scroll down to the bottom of this document for a special gift from Simply Organized!

1. **A task a day.** Count how many days are left in the year. Then, grab a sheet of paper and list tasks you've been meaning to do--one for each day remaining. Do a task a day, until they're all completed.

2. **Start a new calendar**. Get yourself a new calendar and fill in any special dates or events you already know about. Go a step further by highlighting similar dates in the same color, such as all birthdays in green, all meetings in blue and all medical appointments in yellow.

3. **Donate unused stuff.** Designate an area for donations easily accessible for use year round. Grab a large plastic bag and inventory your closets, cupboards and drawers for anything you no longer need, but is in good condition. Drop these items in the bag, and drive them over to your favorite charity organization. (If you have kids, donate toys they no longer play with. This is always good practice right before Christmas, right before the new Christmas toys arrive from Santa.)

4. **Revisit your filing system.**

   Go through each file folder one by one and get rid of anything outdated or no longer useful. Ask yourself do the files make sense to you? Are the tabs and folders clearly labeled? Now is a great time to change file names and re-label. Even if you spend just 15 minutes each day until the end of this year doing this, your filing cabinet will have gained some extra space.

5. **Delete Junk from your Computer**. Seriously. Even if you still have messages in your inbox from the previous years, make it a point to delete every single one you don't need, and to act on whatever is left over. Use the search tools on your computer to find duplicates, and keep just the ones you need. Files stored on a computer may not take up room on your desk, but they can fill a hard drive surprisingly fast.

6. **Stop buying.** Rather than buying more food for your pantry, more supplies for your hobby, more clothes for your closet, etc., work with what you already have this year. Keep it simple, and you're less likely to end up with tons of clutter.

7. **Organize your goals.** What do you want to accomplish in the year to come? Write down your top 10 goals, and then prioritize them so that your most important goal is at the very top of your list, and the least important of those 10 is at the bottom. Once January 1st rolls around, begin working on goal number one. Once that goal is met, begin working on goal number two, and so on until you've reached all (or most) of your goals for the year.

Happy New Year!

Cheryl Spater   Call to schedule 415 488-9382   Email to schedule simplyorganized4you@comcast.net