

# HOW TO ORGANIZE YOUR LIFE: BEST TIPS OUT THERE

1. Get rid of what's holding you down
2. Start writing things down
3. Make an intention to be organized
4. Use one to-do list for everything
5. Have a waiting list for to-dos
6. Do weekly planning
7. Plan your goals
8. Align your priorities and goals
9. Use a printed calendar
10. Manage distractions
11. Have a self-care routine
12. No multitasking
13. Do time tracking
14. Don't plan back-to-back
15. Declutter your bag
16. Do your laundry weekly
17. Organize your closet
18. Wash dishes right away
19. Clean up your desk
20. Declutter your PC
21. Declutter your emails

22. Organize cloud files
23. Put things back
24. Have a clock in the bathroom
25. Start meal planning
26. Rethink eating habits
27. Improve your sleep
28. Fight bad habits
29. Switch your mindset
30. Shop mindfully
31. Organize your finances
32. Sort your documents
33. Have an emergency kit
34. Have a birthday calendar
35. Manage relationships
36. Automate and outsource
37. Schedule things in advance
38. Plan your weekends
39. Be a good communicator
40. Make to-dos shorter
41. Do small tasks right away

# Know Your Life By Organizing It

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