Make a to do List with Help from Your Home Organizer by Maria Gini

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The problem most home organizers face regularly is that people are unaware of how to organize the dayâ€™s tasks. One sure shot method of keeping a home running on greased wheels is to draw up a to do list on a daily basis. It might take 15 minutes but those will have been very well spent minutes the home organizer would assure you. This simple act will save you at least an hour later in the day when you are trying to get several things done simultaneously.

You should take a call on which tasks are time sensitive and which are the ones which are daily chores. Every day there will be some jobs that have to be done on a daily basis and are ideally done at specific times. Home organizers stress that your to do list should always reflect that since you will need to work out your schedule of the day adjusting to the timings of these jobs. Your home organizer will tell you to prioritize the jobs that need to be done such as the time you need to devote to getting through your mail, settling of bills, organizing meals, laundry and cleaning of the house, putting away things, washing the dishes etc.

This becomes more critical if you work from home. There are certain hours that you have to devote to your work, even when you are allowed flexitime your home organizer will remind you. Your to do list will apportion the time accordingly so that it budgets for both your official work and your domestic work. Home organizers point out that time management is the make or break factor which will decide how well you can cover your tasks within the same number of waking hours.

Put aside some time every day for what might seem to be unproductive activity like clearing away clutter. If you devote some time to a different room every single day, it will make for a tidier home and better organized home. A home organizer understands that much of the work in the home relates to tidying up. However, home organizers underscore the importance of your setting aside some portion of your time for leisure.

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