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**100% Effective Natural Hormone Treatment**  
**Menopause, Andropause And Other Hormone Imbalances**  
**Impair Healthy Healing In People Over The Age Of 30!**

**7 Quick Tips to Keep You Organized**

**By Barbara Myers**

**7 Quick Tips to Keep You Organized by Barbara Myers**

1. Avoid late fees. As soon as you borrow books or rent videos, write down the due dates and quantity borrowed/rented on your calendar.
2. Tape a list of important phone numbers inside a kitchen cabinet door near the phone.
3. Assign a basket or large envelope for credit card receipts. Hang it on the wall and throw in receipts daily.
4. Plan only 70% of your day to allow for interruptions and emergencies.
5. Write down messages in a spiral notebook as you take them from your answering machine or voice mail.  
Avoid replaying them and wasting time. Cross them off as you take care of them.
6. Divide your daily to-do list into four sections. Consider "to do," "to call," "computer tasks" and "errands."
7. Choose and prepare five outfits for each family member on the weekend. Include jewelry, shoes and socks. You'll save time and stress during the week.

Barbara Myers is a speaker, author and professional organizer. Enjoy a FREE time management tips booklet, newsletter and meal planner at <http://www.ineedmoretime.com>

**Seven Tips for Organized Holiday Travel**

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## 7 Quick Tips to Keep You Organized

Traveling for the holidays? Here are seven tips for organized packing and traveling.

1. Check the weather forecast at your destination. Build your travel wardrobe around one basic color (black, navy or brown) to expand wardrobe options and limit luggage.
2. Use mini toiletry items to save space. Fill them only three-quarters full. Place in freezer bags to avoid leakage.
3. Use plastic dry cleaner bags around clothing to reduce wrinkles.
4. Pack these separately: camera, jewelry, keys, money and jewelry. Make them accessible if you're traveling by car.
5. Pack snacks and bottled water for yourself and the kids. Fill a cooler if you're on the road.
6. Stock up on entertainment. Music, books and toys are life-savers if you are stuck in traffic or on a delayed flight.
7. Pack an extra bag for items you buy or receive on your trip. This especially applies during the holidays.

Myers is a professional organizer, speaker and author. FREE "50 Ways to Manage Your Time" tips booklet. Visit <http://www.ineedmoretime.com>



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