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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!

9 Traits of Organized Kitchens

By Barbara Myers

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1. The number one rule of an organized kitchen is to store items where you use them. Put your plates near the table, glasses near the fridge and cutting knives and board near island or counter where you cut up produce.
2. If you do any baking, set up a baking section. Store together all items you use when baking.
3. Clean and organize your fridge and freezer. Do a quick upkeep once a week on trash day. If you don't use it, get rid of it.
4. Move the excess clutter. For example, seasonally used items such as platters and holiday dishes are better stored in a basement or attic. Unless you have a very large kitchen, it is best to remove items that are not used on a regular basis.
5. How many glasses do you really use between dish washings? Store only as many as you regularly use (glasses, dishes, wine glasses, etc.), and place the extras in storage.
6. Go through your cookbooks and keep in the kitchen only the ones you use regularly. Seasonal cookbooks can be stored with your holiday dinnerware, others can be stored elsewhere or given away.
7. Here's a tough one. If you don't use it every day, remove it from your counters. So many of us complain about not having enough counter space yet we crowd the counters with items we don't even use.
8. Check out all the racks, drawer units and organizers on the market to more efficiently store your kitchen items. You'll find a variety of selections at home stores throughout the country.
9. Set up a small pantry somewhere in your home for extra cans of soup, coffee, etc. You'll save money by buying in bulk or during sales and you will save space in the kitchen for more important things. A small closet can easily be converted to a pantry. Once you have one, you'll never want to be

"pantry-less" again.

Barbara Myers is a professional organizer and author. Receive free tips to help you take control of your time by organizing your life. Visit <http://www.ineedmoretime.com>

10 Traits of an Organized Home

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1. Lack of clutter because everything has a place. The band-aids are in the kitchen cabinet left of the sink. All videos are in the cabinet near the VCR.
Today's mail is sorted into individual family member's baskets or folders.
2. Refrigerator, freezer and pantry are stocked and organized. There's a planned menu for this week. A grocery list in progress is posted near the fridge.
3. Clean laundry is put away. Dirty laundry is in hampers or is being laundered.
4. Family calendar is updated daily and color-coded by person.
5. Chore list is clearly posted. Everyone does his or her share as a member of the family.
6. There is a key rack, shoe rack and pegs for jackets and backpacks near the door.
7. Toys are separated into containers by category and can be put away quickly.
8. There is a portable file box into which bills and paperwork are organized.
9. Home appears adequately clean. Family has a daily system to pick up clutter and a weekly system for cleaning the house.
10. Family members have time for one another because their home is organized.

Barbara Myers is a professional organizer, author and speaker. Think this sounds impossible? It's not! Read *The Complete Guide to Organized Parenting*. Visit <http://www.ineedmoretime.com> for a free tips booklet.



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