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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!**

**How to Have More Money by Organizing Yourself**

**By Barbara Myers**

**How to Have More Money by Organizing Yourself by Barbara Myers**

1. Appear to be organized at the office and people will see you as smarter and more competent which will lead to pay raises and better jobs. This includes your desk, paperwork, timeliness and wardrobe.
2. Have a designated place to store receipts so you can easily return items.
3. File your tax-deductible receipts together so they'll be ready for tax season.
4. Keep everything in it's place so you won't run out and buy a duplicate of something you already have but can't find.
5. Store your financial records together and review them on a regular basis.
6. Have a budget and stick to it. Keep track of expenses and you'll be less likely to spend money on trivial items.
7. Stock your kitchen and plan ahead for dinner so you'll eat out less often.
8. Plan several months ahead for normal purchases so you can buy in bulk and take advantage of sales. This includes food staples, paper goods, toiletries, clothing and gifts.

Barbara Myers is a professional organizer, author and speaker. Free tips and articles to help you take control of your time by organizing your life.

**How to Motivate Yourself to Organize**

**By Barbara Myers**

## **How to Motivate Yourself to Organize by Barbara Myers**

Organizing is probably not at the top of your list of fun things to do, is it? If your clutter is overwhelming, it's especially difficult to get started. Here are some easy tips to motivate yourself to organize.

1. Dr. Martin Luther King Jr. said, "Take the first step in faith. You don't have to see the whole staircase, just just take the first step." You don't have to organize your whole house today. Just work on one small area—a drawer or a cabinet.
2. Buy a good organizing book. Once you begin reading it, you'll feel compelled to start organizing.
3. Forget embarrassment. Invite an organized friend to help you. Hire a professional. It's easier to organize when you can talk through the clutter.
4. Set the mood. Put on some fun music. Open the windows. Choose a starting point and just do it.
5. "Nothing in the world can take the place of persistence," said Calvin Coolidge. Keep trying. Do a little bit daily or weekly and you'll soon find that you are more organized than you ever thought possible!

Free time management tips booklet, meal planner, and daily organizing checklist at <http://www.ineedmoretime.com>.



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