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The Easy Way to Organize Your Wardrobe in 15 Minutes Per Day

By Barbara Myers

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1. Separate clothing into categories. Pants with pants, skirts with skirts, and so on.
2. Find five containers (boxes, baskets, plastic storage) and label as follows: Donate, Mend, Trash, Hold, Store Until (date six months from today). Over the next three days, you will sort your clothing. Any item that doesn't fit or look beautiful on you goes into the donate container. If buttons are loose or alterations are needed, the item belongs in the mend pile. Trash is for anything stained or beyond repair. Hold is for items you're not sure about. Put them away for one month and then make a decision. Store Until is for items which don't currently fit but might in six months if you continue on your weight loss program.
3. Go through your pants, skirts and shorts. Try on each pair. Sort.
4. Today, try on all your shirts and sweaters. Sort.
5. Go through cardigans, jackets and dresses. Sort.
6. Take the donate box to The Salvation Army or a consignment shop today. Mend items or drop them off at the seamstress. Store your other two containers elsewhere in your home.
7. Organize each category by color --- from white to cream to tan to brown to green and so on. You did it! This is your current wardrobe. Everything fits and is ready to wear.

Barbara Myers is author of "Manage Your Wardrobe System" which along with a free tips booklet and e-zine to help you take control of your time by organizing your life is available at <http://www.ineedmoretime.com>

Organize Yourself Otherwise Your Work Could Kill You

The Easy Way to Organize Your Wardrobe in 15 Minutes Per Day

By Lorraine Pirihi

We are in a society where people are applauded for starting work early and finishing late.

It's about time employers recognised that their people have a life and that working from dawn to dusk does not make them a happy and productive employee.

Have you ever heard of the Pereto principle or the 80/20 rule? It goes like this: 80% of your results are produced by 20% of your efforts 80% of your income comes from 20% of your clients 80% of your files are used 20% of the time ... and so it goes

It's time to organize yourself and get a life not just a living. When was the last time you did some regular exercise? Do you know little things like taking a brisk walk at lunchtime or climbing up and down the stairs will help you function better. You'll be more refreshed and energised.

Get away from work during the day. Organize your lunch break so that you spend time out of the office and in the fresh air. Even if it is only 15 minutes to walk and buy your lunch (something low in fat).

It's always the little things that make the biggest difference...

Ever heard of the "Woodcutter Story"?

Once upon a time there was a woodcutter who was found chopping trees in the forest seven days a week with a blunt saw. One day someone said "Woodcutter, why don't you take time out to sharpen your saw?" The woodcutter replied "I'm too busy, I don't have the time".

Moral to the story: If the woodcutter took time out to sharpen his saw, he could cut more trees in less time.

Isn't it about time you learned how to organize yourself so that your saw remains sharp?

Lorraine Pirihi is Australia's Personal Productivity Specialist and Leading Life Coach. Her business The Office Organiser specialises in showing small business owners and managers, how to get organised at work so they can have a life! Lorraine is also a dynamic speaker and has produced many products including "How to Survive and Thrive at Work!"

To subscribe to her free ezine visit www.office-organiser.com.au

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How to Motivate Yourself to Organize

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