

**12 THINGS YOU CAN DO  
TO GET ORGANIZED IN**

***1-minute or less***

**Recycle old magazines, newspapers, or junk mail**

**Clean out your purse and/or wallet**

**Hang up your keys**

**Pick physical books to donate**

**Hang up your coat**

**Put away your shoes away**

**Make your bed**

**Delete unneeded emails**

**Donate 3 items in your closet**

**File important papers**

**Sort & file or discard mail**

**Opt out of an email list**

**Write a to-do list**