

10 TIPS TO SET YOUR HOME & LIFE UP FOR SUCCESS



01. Drop Off Zone

Set up a drop off zone in your entrance or mudroom. Get in the practice of putting things away immediately and not letting them pile up.

Create folders for important paperwork (ie. receipts, mail, keepsakes etc.) and keep in a central location. Once a week go through these folders and tackle actionable items (scan receipts, put keepsakes away).



02. Folders



03. Mindfulness

Practice mindfulness while shopping. Before you check out online or in store, ask yourself, "do I already have this?" and "do I have room for it?"

Get in the habit of emptying your bags, purses and backpacks on a daily basis. Pro Tip - keeping key items in small zippered bags makes it easy to swap bags without extra clutter.



04. Empty Bags



05. Kitchen Reset

Reset your kitchen each night by running the dishwasher and wiping the countertops. You will wake up to a clean kitchen each morning!

Put a load of laundry on each time you think about it. By doing laundry on a regular basis, it won't pile up and get overwhelming.



06. Laundry



07. Calendar

Set aside 15 minutes each Sunday to organize your week. Schedule things like workouts and downtime so they don't get missed when life gets busy. Pro Tip - colour coordinate events (i.e. work, kids, gym etc.).

Create a to-do list on your phone to keep track of everything that needs to get done. Be realistic and aim to tackle one new thing each day. Pro Tip - share this note with other members of your household and delegate!



08. To-Do List



09. Donations

Keep a basket in your closet for items to be donated and add things as soon as you notice them. Do a sweep each month and add a few extra items before you drop off the donations.

Clean countertops, go through your fridge, remove expired food and vacuum daily. Pro Tip - hire cleaners on a weekly, bi-weekly or monthly basis (depending on the size of your home). It's money well spent!



10. Cleaners