

## SIMPLE STEPS TO STAYING ORGANIZED

1. if you get it out -- put it back
2. if you open it -- shut it
3. if you try it on -- hang it up
4. if you get it dirty -- wash it
5. if you don't use it -- get rid of it
6. if it doesn't fit -- donate it
7. if it's expired -- dump it
8. if it's junk -- throw it out
9. if it's a bill -- pay it
10. if you schedule it -- write it down