

5 Minute Organizing Ideas

You don't have to spend hours organizing to make a difference Try these easy five minute organizing ideas to make big impact!

Household/Car

- Gather your instruction manuals and check that you actually still own the items
- Go through your catalog pile and toss ones you won't order from
- Write a thank you note (over-due or not)
- Group blank greeting cards together
- Repair something
- Toss something you've been meaning to repair but can't/won't
- Label an "important" cord that belongs to a device you use all the time like a cell phone
- Start a "gift list" write the info on an index card and tuck it in your wallet
- Clean out your wallet/purse toss trash and file receipts
- Designate a "borrowed" box or basket in a common area as the single place to store borrowed items like library books or movies to mail back
- Take excess shoes out of the hallway closet or front hall and place them in the bedroom closets

Bathroom/Laundry

- Check medication expiration dates – many pharmacies have drug-recycling programs in place
- Sort like items together (bandages with antiseptic ointment, cold and flu with the digital thermometer)
- Keep a permanent marker in your bathroom to mark dates on makeup/products as you open them
- Go through cosmetics toss any 6 months or older
- Use a magnet to stick a zip top baggie to the side of your washing machine- the perfect place to store items that come out of pockets
- Mate up socks, use un-mated or socks with holes for cleaning the house
- Catch up on laundry- throw a load in the washer and fold a basket of laundry and put it away

Office/Paperwork/Digital

- Enter contacts from the scraps of paper you have sitting around
- Respond to, file, or delete 15 emails in your inbox
- Clear old voice-mails and text messages from your phone
- Clear off your desk surface
- Clean out the shredder
- Shred or file one stack of paperwork
- Clean out your wallet, bag or purse
- De-clutter your computer's desktop screen
- Transfer all the photos from your camera onto your computer before your card fills up
- Delete old voicemail messages from home and cell phone
- Sort through a file folder
- Put DVD's back in their cases

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Bedroom

- Hang up and put away clean clothes
- Separate dress socks from exercise socks so you can easily grab the one you need when you need it
- Place a decorative dish or mini box next to your bed for your hand cream, jewelry or nail file
- Pull empty hangers out of the closet

Kitchen

- Purge your drinking glass shelf
- Clear the junk drawer
- Go through your collection of coupons and toss the expired ones
- Move red spices like paprika and cayenne to the fridge where they'll stay fresher, longer
- Group like items together, all the veggies in one area and all the frozen treats like ice pops in another
- Toss old food from the fridge
- Organize the food storage drawer/cabinet
- Take out the recycling
- Gather and group recipes
- Tuck a permanent marker in the kitchen drawer so you have it handy to mark dates on perishable food items and spices when you open them
- Add your box of clear wrap to the freezer, when you store it in the cold it is easier to use since cold wrap can't stick to itself
- Pare down the glassware cabinet with coffee mugs, travel mugs, and drinking glasses
- Group pantry items like with like

Your first five 5 Minute Organizing tasks:

Fill in the task, your deadline and check when completed!

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____