

Organizing Tips for Busy Moms

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Wednesday--May 13, 2009

Tip #1: Take Care of You

Put on your own oxygen mask first by trying to schedule at least 30 minutes a day just for you. Some ways to help with your daily rejuvenation are as follows:

- Exercise and eat nutritious meals to receive adequate energy for your busy schedule.
- Get dressed (even if you have no plans to go anywhere) to help accomplish more by being “work-ready” for your day.
- Take a 20 minute catnap to refreshed yourself when you’re feeling sluggish.
- Read or meditate to help clear your mind and maintain your focus.
- Take a bubble bath at the end of the day to soothe you for a better nights sleep.
- Make your bed as soon as you arise to enjoy at least one organized area in your home.
- Keep your master bedroom peaceful and orderly--don’t let clutter be the last thing you see before retiring and the first thing you see when you awake!

Tip #2: Create a Mom Planner

Using a planner helps alleviate confusion and stress and encourages your success. Have one section for each of the following (or customize it to fit your own needs):

- Family Members: have one section for each family member to help with tracking individual sports schedules, dance recitals, school contacts, medical information (i.e. immunization records, copy of birth certificate), friend contacts (including cell numbers), carpool rosters, and so forth.
- “To-do’s”: this section is for jotting down thoughts as you think of them. This helps clear the clutter out of your mind by allowing the list to remember important information for you.
- Family Calendar: use a calendar to color-code each family member to see easily where each person needs to be. A free, online, color-coded calendar that you can sync with Outlook is available by visiting www.cozi.com.

Tip #3: Organize Tote Bags and Purses

If you often leave important items at home or in your other bag/purse, using one or all of the following suggestions can help keep you more organized:

- Use zippered pencil pouches or zip top baggies filled with duplicate items and keep in each bag/purse you frequently use (i.e. diaper bag, evening bag, gym bag, and so forth).
- Use a keychain wallet clipped onto your bag/purse handle for keeping most often-used items at your fingertips: keys, driver’s license, debit card, credit card, insurance card, and cash (keep the rest stored in a larger wallet).
- Keep a sandwich sized zip top baggie inside your bag/purse to collect daily garbage (kids lollipop sticks, candy wrappers, used gum, and so forth)
- Clear out your bag/purse on a regular basis.

Tip #4: Create a Launching/Landing Area

Your doorway is one of the busiest areas of your home as family members launch out the door in the mornings, or return home to dump their belongings in the evenings. Keep your frustration and clutter to a minimum by providing one or all of the following:

- Wall mounted hooks for backpacks and coats.
- Wall mounted in/out boxes for each family member for important papers to review and return.
- A small basket or wall mounted hook for keys and sunglasses.
- Buckets or mats for muddy/snowy shoes/boots.
- Baskets for mittens and scarves.
- A grab-n-go “returns bucket” for returning library books, rentals, store purchases, and so forth.

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