

A pair of hands holds a white rectangular sign with rounded corners. The sign features bold black text and a line of orange text. The background is a plain, light-colored wall.

**5 WAYS  
YOU CAN  
GET  
ORGANIZED  
RIGHT NOW**

**(and they each take  
less than 5 minutes)**

# **CLEAN UP YOUR INBOX.**

**SERIOUSLY. SIGN UP FOR AN INBOX CLEAN UP LIKE  
WWW.UNROLL.ME.**



**They'll organize all your subscriptions so you can say yea or nay immediately to receiving those old myspace/zappos/proactive daily e-mails. They unsubscribe for you and "roll up" any subscriptions you'd like to keep into one palatable daily e-mail digest. This makes inbox maintenance a breeze.**

**I also recommend spending about 3-5 minutes daily doing some e-mail maintenance. Just that little smidgen of time every day can get you to inbox zero over the next couple of months.**

# DO A SURFACE SWEEP

**SET YOUR TIMER FOR 3 MINUTES AND GO GO GO GO GO!!!**

**Start in one room and focus on clearing off the surfaces. Collect papers in one stack if you must (to sort later). Put that quarter/penny/nickel trio in your change jar. YOU GET THE IDEA. I tend to start with my kitchen counters. I also like to play Queen while I do my sweeps. But this is your world and I'm just typing in it.**

**BUT - don't clean yet – you can do that after your sweep. Cleaning will slow your roll, so let it wait. Concentrate on clearing spaces by putting things back where they belong. When focusing on one room, you may find things that belong in another room. Pile them in the threshold of that current room so you will be forced to take them to their appropriate homes after your 3 minutes is up. Better yet, pick them up after your 3 minutes and start your next 3 minute sweep in the room where they belong.**

**I've gotten into the practice of doing a sweep once every night. It's kinda awesome. It helps me be one of those “you can just pop by and her house and it's kinda tidy” kinds of people.**

**Life-changing.**

**GO.**



# PUT IT AWAY. RIGHT NOW.

YOU SLEEP IN YOUR OWN BED EVERY NIGHT AFTER A DAY OF BEING USEFUL A USEFUL HUMAN, YES?

SO SHOULD YOUR THINGS.

Get in to the practice of putting something away when it has finished being useful so it will be well rested and ready to be useful again when you need it. Your things **WORK HARD**. Be good to them and they will be good right back. Cheesy – yes? But also, truth.

That coffee cup? Rinse it (or don't, you rebel) and stick it in the dishwasher. Mail – sort it while standing over the recycle bin. That DVD? Put it back with its friends, they can chat. **YOU GET THE IDEA.**



Try this intermittently over the course of 21 days. You'll find it becomes a habit. You'll be more cognisant of your things, your space, your surroundings. I think you'll like it, your space definitely will..

# **CLEAN OFF YOUR DESKTOP.**

**WE LIVE AND BREATHE (AND EAT AND SOMETIMES SLEEP) ON OUR COMPUTERS. SHOULDN'T THEY BE TIDY?**

**Make a folder called “DESKTOP SORT” on your desktop. Now, take every single loose file and folder on your desktop (yes, all of them, but skip your hard drive and any commonly used alias folders) and DRAG them into your new “DESKTOP SORT” folder.**

**BOOM. Can you see that photo that you saved of your son/daughter/significant other/all of the above now? Or maybe a default desktop of some exotic locale you'd like to visit? Okay, next step: Open up your document folder on the right side of your screen and open up your “DESKTOP SORT” folder on the left side. Toggle them so you can see both at the same time. Now drag those files into their appropriate folders on your hard drive. Go ahead - you can do it!**



**Once everything in your “DESKTOP SORT” folder has been moved to its appropriate home and it is completely empty - delete it!**

**Close those windows.**

**NOW, LOOK AT THAT BEAUTIFUL DESKTOP!**

**What a difference right?**



# MAKE A LIST

## DIVIDE AND CONQUER



**Jot down 5 small things you can accomplish tomorrow. Make them actions like “call mom”, “buy diapers on Amazon” “write a thank you note to Mrs. Turner”. I like to use the notepad on my phone, but sometimes I go old school and just write it down like James Brown. The important thing here is that it is out of your head and secured externally!**

**Now – turn it into a habit: Set an every day reoccurring alert for “check your list” on your phone for the best time of your day to review it. I have mine set to blow up at 9PM when both my kids are finally asleep.**

**Did I do those small things I set out to do today? If yes to any of those 5 things– that is pretty amazing. If not, it’s still cool – my calendar will be checking in with me again tomorrow, and I’ll be using making the most of my second chance. I hope you will be too.**



I hope you enjoyed my

## 5 WAYS TO GET ORGANIZED RIGHT NOW

Our vision at **ABOUT SPACE** is to help people learn to become more productive, organized, and tidy by implementing systems that create order and space in their environments and in their lives.

Are you ready to feel clarity  
and have more free time and space?

**CONTACT ME FOR A FREE PHONE CONSULTATION.**



MEGAN LUDVINSKY  
PROFESSIONAL ORGANIZER  
[megan@meganludvinsky.com](mailto:megan@meganludvinsky.com)  
[www.meganludvinsky.com](http://www.meganludvinsky.com)

A publication from about | space

© megan ludvinsky  
[www.meganludvinsky.com](http://www.meganludvinsky.com)