

KEEP YOUR HOME CALM AND CLUTTER-FREE

- FIND A HOME FOR EVERYTHING
 Return it there as soon as you're finished using it.
 Now you'll always know where to find what you're looking for.
- POLLOW THE "ONE MINUS TWO" RULE When you bring home one new thing, let two old things go.
- SCHEDULE WEEKLY TIDY-UPS

 Put them in your calendar! This will go a long way towards keeping the clutter under control. Remember: Organizing is not a one-time event.