

# 10 Organizing Tidy Habits

- 1 Throw trash only in a trash can, empty trash cans when filled or at least weekly.
- 2 Wash and put away dishes daily.
- 3 Make your bed each morning.
- 4 Put all laundry in the hamper every day.
- 5 Put away shoes and coats each time you come in the house.
- 6 Review your appointments & tasks for the next day each evening.
- 7 Layout clothes for the next day each evening before going to bed.
- 8 Break down and recycle or throw away boxes and packaging as soon as they come in the house.
- 9 Fold and put away laundry immediately.
- 10 Clean your phone and devices regularly.