



# How to Organize Your Life (Every Day)

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## **How to Organize Your Life (Every Day) Higher Read**

Having an organized day means having a productive day. When we are organized in the right way, we can accomplish more because we don't waste time searching for the next thing to do. Being organized means working in a way that is ordered and calm. It means avoiding frantic multitasking that leads not to getting more done, but getting a few things done poorly or halfway.

Organization leads to productivity in our entire day. We are tempted to think only of our work day as yielding a product, but really our home time is productive as well. It produces food for us and our families. We want to produce a tidy place to live. We want to produce leisure time and relaxation.

That is why this book helps you organize at work and at home. It doesn't feel great to go from a clean desk at work to a messy refrigerator at the end of the day. In this book you will find routines to organize your time and methods to organize the physical spaces in which you work and live.

Now let's get organized.

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