

# Top 10 Ways To Get Organized

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Purge and pare down. We both know you don't need that much stuff!

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Create a place for everything and put it back when your done with it

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Create systems for repeatable tasks

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Invest in backup software and storage

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Use financial/accounting software

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Use a calendar or planning system

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Make a list of your S.M.A.R.T goals

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Clean and organize for 15 minutes every day

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Establish daily priorities

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Focus on one project at a time

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