

12 Easy Ways to Organize your Work or Home Life (or both!)

By Heather Diodati

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I admit it! Sometimes I'm overwhelmed by the seemingly endless streams of paperwork. Emails I want to keep, Ezines or sections of them, ideas I found on the Internet, school papers, notes of ideas that popped into my head as I was waiting to have a tooth filled, newspaper clippings ... EEEK! I would file and file and file and then forgot where that article was that I needed to complete the project that was due last Thursday!

I have been an avid list-maker all my life out of necessity, juggling a 9 to 5 work life, family time, a home business and taking care of two houses; as well as having a number of hobbies such as cartooning and fine art, clothing design and creation, crafts and ballroom dancing (at one point in my life even being a competitive ballroom dancer for 5 years as well as an assistant disk jockey for parties). (no stress!)

For all of you super-busy people I have put together some handy hints on getting your life in order and keeping your sanity.

- 1) Notables: Keep a small notebook and pen handy, wherever you are, to jot down ideas or appointments or things to do instead of trying to remember them later on.
- 2) Telephony: Set a time limit to each phone call and make sure you tell your caller. That way you save yourself the stress of trying to end the phone call and it also helps the caller to condense the information they want you to hear.
- 3) In Waiting Use waiting time at the dentist, meeting with your boss or while waiting on your roast to cook to catch up on reading or planning, or use the time to tidy up, filing or other

Heather Diodati, owner of DDesign, is the creator/distributor of the Pet Computer Virus, a novelty designed for the computer user; as well as other unique computer novelties; and Whimsies! Personalized Cartoon Designs for all occasions. Sign up for our free ezine, On A Whim, for your free Memory Jogger System; and if you loooooove ballroom dancing be sure to subscribe to Dancing On Air ezine, for your free gift, The Dancer's Notebook!
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