

We all find ourselves facing overwhelm from time to time. With so many things on your plate all the time, how do you keep your life organized? From figuring out how to get rid of stuff to making some of life's hardest decisions, this is how you get your life back on track.

- Take digital notes
- Digital photo storage
- Store passwords securely
- Secure your documents in the cloud
- Manage your time



- Put a recycling bin next to your front door
- Create a filing system
- Organize photos in albums
- Make a memory box
- Schedule time to organize



- Make it easy to put things away
- Purge what you don't need
- Get rid of clutter spots
- Keep a clothing discard bag
- Store by use

How to Organize Your Work and School Items

- Optimize your workspace
- Create a central to-do list
- Overhaul your email
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