

## **BOOKS ON HOW TO ORGANIZE YOUR LIFE**



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You'll discover eight simple steps to regain control of your life, learn how to plan and prioritize to save time, and get things done. Whether you're overwhelmed by things to do (errands, phone calls, picking up, or putting away) or things you have (clothing you never wear, piles of paperwork, overflowing closets, and stuffed storage boxes), this book is filled with easy tools and tips to get organized in every area of your life.

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Choose a day during the week on which you have most (or all) of your time free. Then, choose a single area in your life that is unorganized and needs to be cleaned up. This could be rooms in your house, your car, or your office at work. Then work only on throwing out unnecessary items that are taking up space in that section of your life.

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### **Organize Your Mind Organize Your Life Train Your Brain**

I don't normally go to Harlequin for non-fiction books, but thanks to Netgalley, I found this one. Though there are a lot of books out there on how to organize yourself, this one takes a different slant as it focuses on organizing your thoughts first.

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