

## TIDINESS TIPS

1. THROW OUT, GET RID OF, OR DONATE
2. SPEND A LITTLE TIME EACH DAY ON PUTTING THINGS IN ORDER
3. THROW OUT MOST OF THE BAGS
4. GET RID OF ANYTHING YOU KEEP "JUST IN CASE"
5. TAKE CARE WITH COLLECTING
6. DON'T HOARD MAGAZINES
7. ARRANGE YOUR CLOTHES BY COLOURS
8. TRY TO USE IDENTICAL CLOTHES HANGERS
9. ONE ITEM PER HANGER
10. FOLD VERTICALLY
11. IF YOU BUY SOMETHING NEW, SOMETHING OLD HAS TO GO
12. ARRANGE THINGS ACCORDING TO WHAT YOU USE MOST
13. ALWAYS PUT DOCUMENTS IN THE SAME PLACE
14. CLEAR OUT THE HALLWAY (this is the gateway to your house!)
15. PUT YOUR COAT AWAY AS SOON AS YOU GET HOME
16. TIDY OUT YOUR HANDBAG AND WALLET EVERY WEEK
17. CHECK AND ORGANIZE YOUR POST EVERY DAY
18. USE BOXES TO CLASSIFY OBJECTS, DOCUMENTS AND TOYS
19. STORE CLOTHES IN VACUUM STORAGE BAGS
20. VENTILATE YOUR HOUSE FOR FIVE MINUTES EVERY DAY
21. DON'T THOUGHTLESSLY HOARD STUFF IN THE BATHROOM
22. GET RID OF ALL THOSE HOTEL SAMPLE BOTTLES
23. THINK HARD BEFORE YOU BUY SOMETHING NEW
24. CATEGORIZE THE FRIDGE
25. USE LABELS IN THE PANTRY
26. GET RID OF TUPPERWARE BOXES WITHOUT LIDS AND LIDS WITHOUT BOXES
27. KEEP WORKTOPS CLEAR
28. CLASSIFY YOUR CUTLERY
29. USE BASKETS AND BOXES IN THE PANTRY
30. BE CAREFUL ABOUT ACCUMULATING GLASSWARE
31. PUT YOUR BOOKS IN ORDER BY TOPIC OR APPEARANCE
32. ALWAYS KEEP REMOTE CONTROLS AND TECH ITEMS IN THE SAME PLACE
33. DEDICATE TEN MINUTES A DAY TO FILING PAPERWORK