1. **Handbag - Use inner zipper bags to keep related items together.**
   - Pens, pencils
   - Medicines, vitamins, first aid,
   - Snacks, candy
   - Makeup, personal items

2. **Use your PDA as a planner, calendar, note pad and calculator.**

3. **Purchase a flat concept wallet**
   - Consolidate all those club cards into one card.
   - Don’t place unnecessary cards in your wallet.
   - Carry only one or two checks, not the entire checkbook.

4. **Whenever you buy something new make sure it can pass this test:**
   - I absolutely love it and need it.
   - I have room for it; one item in and one out.
   - Is this going to save me time or money?
   - Is this going to help me reach my goals?

5. **Make a docking station near the door.**
   - A place for your keys
   - A place for your handbag or briefcase
   - A place for your shoes
   - A mirror
   - A charging station for cell phones, tablets, and planners

6. **Bite the bullet and make the investment. Purchase a handbag, briefcase or organizer that truly meets your needs. You won’t regret it!**
   - Does it have the right size and number of compartments?
   - Will all your essentials fit inside, or will you need to carry a second bag?
   - Is it a good, durable, high quality bag?
   - Will it coordinate with almost any outfit, casual or business?

7. **Like any other job or task you must make time to stay organized. Schedule time consistently to maintain the areas you have spent time organizing.**
   - Write your organizing time on your calendar.
   - Let family or friends know this time has been set aside.