



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.