

# The Ten Make That Nine Habits Of Very Organized People Make That Ten

Being organized is a valuable skill that can greatly enhance productivity and reduce stress levels. It allows individuals to efficiently manage their time, space, and resources. While some people seem naturally organized, others may need to cultivate certain habits to become more organized. In this article, we will explore ten habits of highly organized people that can help you bring more order and efficiency into your life.

## 1. Prioritize and Plan

Highly organized individuals prioritize their tasks and plan ahead. They understand that setting clear goals and establishing priorities is essential to stay focused on what truly matters. By creating to-do lists, setting deadlines, and breaking down big tasks into smaller manageable ones, they ensure that nothing falls through the cracks.

## 2. Declutter Regularly

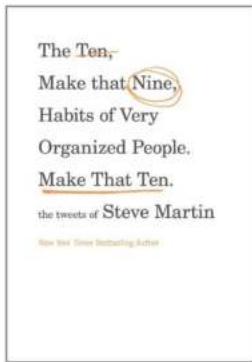
Keeping a clutter-free environment is crucial for maintaining organization. Organized people make it a habit to declutter their spaces regularly. They sort through their belongings, get rid of what is no longer necessary, and find a designated spot for everything. This ensures that they can easily find what they need when they need it.

**The Ten, Make That Nine, Habits of Very Organized People. Make That Ten.: The Tweets of Steve**

**Martin** by Steve Martin (Kindle Edition)

★★★★☆ 4 out of 5

Language : English



File size : 1423 KB  
Text-to-Speech : Enabled  
Screen Reader : Supported  
Enhanced typesetting : Enabled  
Print length : 109 pages



### **3. Set Up a Routine**

Routines provide structure and stability to our lives. Organized people establish daily, weekly, and monthly routines that help them stay on top of their tasks and responsibilities. Whether it's a morning routine to kickstart the day or a bedtime routine to wind down, having a consistent schedule brings a sense of order and predictability.

### **4. Make Use of Technology**

In today's digital world, there are countless tools and apps available to assist with organization. Highly organized individuals leverage technology to their advantage. They utilize calendar apps, task management tools, and note-taking applications to stay organized on the go. Embracing technology can streamline processes and make organization more efficient.

### **5. Practice Time Management**

Time management is a key aspect of organization. Organized people are skilled at managing their time effectively. They prioritize their tasks, set realistic deadlines, and avoid procrastination. By being mindful of how they allocate their time, they are able to accomplish more in less time.

## **6. Delegate and Outsource**

Recognizing that they can't do everything on their own, organized individuals are not afraid to delegate tasks or outsource certain responsibilities. They understand the value of working together and trusting others to handle certain aspects of their lives. Delegation allows them to focus on what they do best, ultimately increasing productivity.

## **7. Maintain a Clean Digital Workspace**

Being organized extends beyond physical spaces; it also applies to the digital realm. Highly organized people keep their digital files and folders well-organized, making it easy to locate important documents or information when needed. They regularly declutter their email inbox and ensure their computer desktop is clutter-free.

## **8. Practice Self-discipline**

Self-discipline plays a crucial role in maintaining organization. Highly organized individuals have the self-discipline to stick to their routines, meet deadlines, and resist distractions. They avoid multitasking and focus on one task at a time, allowing them to complete it more efficiently and effectively.

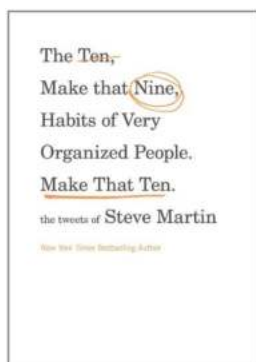
## **9. Learn from Mistakes**

Organized people understand that mistakes are learning opportunities. Instead of dwelling on failures, they analyze their mistakes, identify areas for improvement, and adjust their habits accordingly. By embracing a growth mindset, they continuously refine their organizational skills and become even more efficient as a result.

## **10. Stay Committed**

Lastly, being organized is an ongoing commitment. Highly organized individuals don't view organization as a one-time effort; they make it a lifelong habit. They understand that maintaining organization requires consistent effort and adaptability. They are open to new strategies, technologies, and tools that can enhance their organization skills.

By adopting these ten habits, you can transform your life and experience the benefits of increased organization. Remember, becoming organized is a journey that takes time and practice. Start incorporating these habits into your daily routine and watch as your productivity soars and your stress levels decrease!



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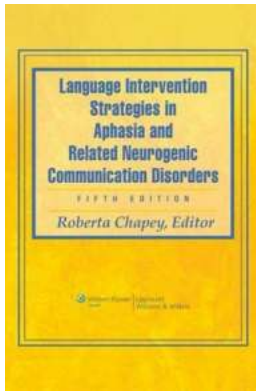
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The funniest, most memorable Twitter messages from comedian and bestselling author Steve Martin, along with hilarious responses from followers.

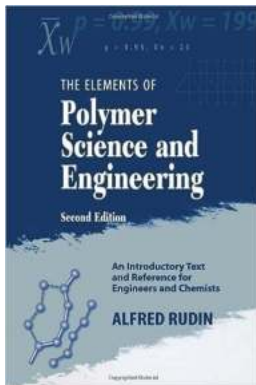
Steve Martin's uncanny ability to pack 140 characters with humor and wit has defined what it means to be a celebrity in today's world of social media. With over 8 million followers on Twitter (a number growing by the day), Martin's tweets have been covered by personal blogs, major news outlets, and everything in between.

Funny illustrations complement Martin's insights on everything from celebrity culture to jury duty to Twitter itself. Perfect, light reading for your hectic commute, busy waiting rooms, or a lazy Sunday afternoon, this collection will delight avid followers and offline fans alike.



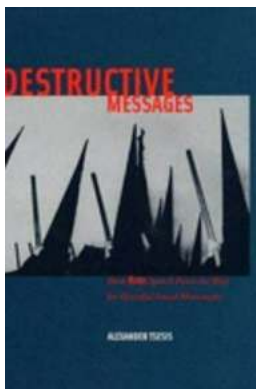
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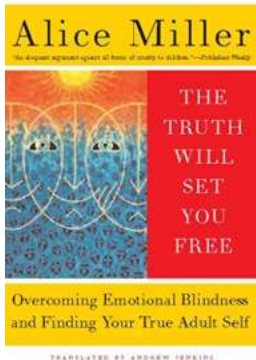
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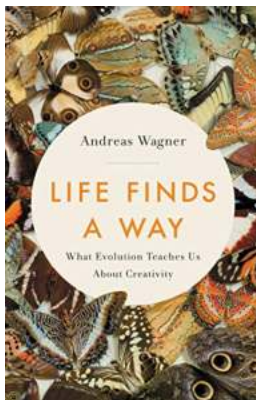
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