

**smarttime!**

When you're better organized ...

- 🌀 You have more time
- 🌀 You are more productive
- 🌀 You feel more in control



**create time...make space**

## Doing small things can make a big difference!

Have you ever taken something out to use ...

- a file from a drawer
- the hole punch out of the supply cupboard
- a book off a shelf
- something – anything – out of a drawer

... then used it but didn't put it back?

You know, because you just didn't have time to put it away?

Then you needed to find something – perhaps a file or a hole punch or a book or something – only to SPEND time digging through the piles of stuff that had accumulated because you didn't have time to put it away in the first place?

It's a funny paradox of life:

**Why is it we always have time to look for something yet we don't have time to put it away?**

Don't just put stuff down when you're done with it, put it away. It really only takes a few additional seconds to do this, but can save you oodles of time wasted looking for it again in the future.

Every little thing you can do to keep order, results in huge benefits for you down the not-too-distant road.

So put that file or hole punch or book or whatever away ... right now.

Now, get on with your day!

*Georgina*

(403) 615-4349

[info@sworganizing.ca](mailto:info@sworganizing.ca)

[www.sworganizing.ca](http://www.sworganizing.ca)

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