

10 Small Tips To Get You More Organized

Reading Time: 5 minutes

Wouldn't life be so much easier if you were a bit more organized? If you were able to find the thing you always lose, or if you're working from home, to have the mental clarity of a clean and organized workspace?

A disorganized place means a disorganized mind.

You might not be able to feel 100 percent organized every minute of every day, but by forming good organizational habits and establishing a solid daily routine, you can definitely feel more organized most of the time.

Here are 10 small tips that can help you get more organized in your everyday life.

10 Easy Ways To Stay Organized

1. Unsubscribe From Unwanted Emails.

Taking the time to unsubscribe can save you time in the long term if you're searching for important emails, as deleting and unsubscribing allows you to have clutter-free and organized email accounts.

I definitely find it helpful to remove unwanted emails as soon as I spot a spammer.

When I started blogging, I signed up for a lot of services and then had to unsubscribe from a lot of them. It's tiring when people send you emails every day saying the same thing.

[@herpaperroute](#) Ok friends its Sunday reset time! Lets get this house clean, skincare in check and mind in order today, so we can be ready for week ahead. This Sunday reset vlog is day 2 of my glow up series where we gaslight ourselves into living in our habit girl era. Sunday motivation. Habits and productivity to get out of a rut and start living your best life. [#sundayreset](#) [#sundayresetroutine](#) [#sundayresetwithme](#) [#glowupchallenge](#) [#cleanhouse](#) [#morningroutine](#) [#grwm](#) [#dayinthelife](#) [#sundaymorning](#) [#habits](#) [#cleanwithme](#) [#laundrytok](#) [#laundryday](#) [#sundayroutine](#) ? Dark classical chamber music(1259561) – spiraea

[FOLLOW ME ON TIKTOK](#)

2. Declutter Your Workspace.

A cluttered space leads to a cluttered mind; I don't know about you, but I just can't achieve peak productivity levels when my workspace is all cluttered up.

An organized workspace and home can help you with limiting distractions around you, and thus being more productive.

Make it a habit of tidying up your workspace every morning before you start working or better after you finish working/studying in the evenings.

