

TEN STEPS YOU CAN TAKE
RIGHT NOW
to live magazine ready for life



Do you ever feel overwhelmed and stressed by your to-do list? Girl, I getchoo. The truth is, no matter how hard we try, we're always going to have a to-do list! Fret not, my friend. If you dedicate **ten minutes a day** to taking a few critical steps, you will not only ensure your ease of mind, you'll start feel fulfilled and like you're getting shit done!!!

HERE'S TEN QUICK STEPS TO LIGHTEN THE LOAD RIGHT NOW

01 Errrythang Has Its Place.

This is the a-numero-uno step you need to take if you take any at all. **Designate a permanent place for your items**, whether in the kitchen, bedroom, home office, etc. Wherever it comes out of is exactly where it goes to sleep for the night. Ya dig?!

02 OPEN YOUR MAIL!

Giant pile of snail mail? Sadface. You may have even bought a cute wall shelf from TJ's to help. I'll slap your pretty little hand if I see you put more letters in there. Trust me, **sit down for five minutes and open it**. Recycle junk and file the muy importante in their place.

03 Hassle-free Grocery Lists

Grocery lists can bring out the worst in us. Then there's the dreaded question, "what's for dinner?" don't let the list beat you: **buy or paint a chalkboard in your kitchen to keep track of what you need as you run out** for your weekly grocery run. Hanger, begone!!!!

04 Filing Cabinets are a MUST.

This might seem simple, but all too often I see files with their flaps out all over desks, in random boxes, and places no file should go. **Acquire a filing cabinet you love to use as a showpiece or in home storage**. Just give your rusty paperwork a labeled place to call home.

05 Two words: Fridge Baskets

Dishelved fridge? No problem. Baskets: the universe's greatest gift for organizing and Goodwill is chock full of them. **Thrift a variety of baskets to store different produce in your fridge**, especially in hard to reach places. They come in all different shapes and sizes.

06 PURGE! PURGE! PURGE!

Is it winter? Time to purge. Spring? Time to PURGE! **Set a reminder in your calendar for seasonal purges**. Things build up surprisingly quick in just three months. Get into the habit of reviewing and cleansing your stock for ten minutes, four times a year.

07 It's a Date: You & Cleaning

Dust, dander, dirt: it leaves its dastardly deeds all over. Cleaning wants to woo you, but you've got to make time for her, too. 9 to 5-er? No problem. **Schedule time (with an alarm!) to run the vacuum and swiffer twice a week**, whether it's 7AM or 7PM. 3x for pet owners!

08 Get Yo'self a Pretty To-Do List.

It's much easier to be productive when I have the prettiest – and most aligned – to-do list to keep track of my day-to-day. Go on Etsy and **find a daily or weekly paper notepad that fits your lifestyle and write it down**. Be accountable for you. It's lifechanging.

09 Keep Your Floors Scratch-free

Hardwood floors can be delicate. **All you need is felt feet**. Since I was a child, I was trained that no furniture touched the ground until it had feet. Buy these at your local hardware or dollar store and save big bucks on refinishing costs later down the road.

10 Please Have a "Junk" Drawer

Look, sometimes we all need a place to unravel. Meet the junk drawer: a place for all knick knacks to let loose. **Give yourself one or two drawers to categorically store often used household items** (not garbage, throw that away please!).