

## **Educational: “Don’t Waste Your Time”**

While we are “Approaching the Years with Grace”, I want to remind you that with **grace** comes confidence. According to Merriam-Webster, to organize is “to form something into unity”. Where there is unity, there seems to be fewer opportunities for stress to arise. Different forms of organization are important to all of us in different ways. Organization of time, belongings or just life in general is not something that we do as much as we should. We all put off organizing because we don’t think we have time. Put “wasted” minutes to work, even just five minutes a day adds up to seven hours a month. Plenty of time!

While you are waiting, here are a few quick and practical organizing tips to help you make the most of the time you do have.

### ***Time-Saving Tip # 1***

While popping popcorn or if you have three minutes in the kitchen

- Organize the day’s mail
- Organize a drawer
- Rifle through the overflowing coupon box and toss the expired ones

### ***Time-Saving Tip # 2***

While cookies are baking or if you have twelve minutes in the kitchen

- Plan dinners for the week and write a grocery list
- Organize your pantry and throw out expired items
- Spruce up your spice area: put spices you use most to the front and throw out “mystery” spices without labels

### ***Time-Saving Tip # 3***

While the tub fills up or if you have three minutes in the bathroom

- Clean the toilet. Pour in cleaner, then brush and flush
- Organize the space under the vanity: toss old bottles you haven’t used in months

### ***Time-Saving Tip # 4***

During TV commercials or if you have four minutes in the family room

- Recycle old magazines, and put those you intend to read in the rack
- Do some quick exercises

### ***Time-Saving Tip # 5***

While your kids/grandkids brush their teeth before bedtime or if you have five minutes

- Organize the sock and underwear drawer, tossing anything not wearable
- Put all stray tapes and CDs in their cases

### ***Time-Saving Tip # 6***

Waiting to pick someone up or you have five minutes in the car

- pay bills: store statements, envelopes, checkbook, register, envelopes and stamps in an accordion file with a handle
- Schedule or confirm appointments, order prescription refills

### ***Time-Saving Tip # 7***

Waiting in line at the grocery store or if you have three minutes on your feet

- Schedule an appointment you have been putting off
- Organize your purse

### ***Time-Saving Tip # 8***

Waiting at the doctor's office or if you have ten minutes in a comfy chair

- **Close your eyes, practice deep breathing and organize your thoughts**
- Organize your social life: make a lunch date with a friend
- Tackle your "should do" list: write a thank you note or a card to a friend

### ***Time-Saving Tip # 9***

On the phone, on hold or if you have one to three minutes in your home office

- Organize your email: create folders and delete spam
- Go through your file of tax deduction receipts and paper clip those in the same category to simplify the process for next April

The next time you are waiting, don't "waste your time." Use your time to your advantage and get organized.

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### **Resources & References:**

Wikipedia

Jennifer Haupt

Donna Smallin

Merriam-Webster