

Organize Your Life

Pressed for time? Short on space? Check out the following resources to help you in your quest to simplify your life and make the most

Organize

Cut the Clutter and Stow the Stuff: The Q.U.I.C.K. Way to Bring Lasting Order to Household Chaos. Baird, Lori (ed.). 2002. DR, MN, RM 648.8 C97B 2002

Practical solutions to real organizing problems. The Q.U.I.C.K system (quantifying, unloading, isolating, containing and keeping it up) can help you control the clutter that accumulates in your home.

Easy Home Organizer: 15 Minute Step-by-Step Solutions. Payne, Vicki. MN, RM 640 P293E 2007

Goes area to area throughout your home to help you contain the clutter and get organized.

Get Organized the Clear and Simple Way: Reclaim Your Home, Your Office, Your Life. Dee, Marla. 2008. Audio E-book through Greater Phoenix Digital Library.

Steps and tips for using the Clear and SIMPLE™ system to restore order to your life.

How Did I Get So Busy?: The 28-Day Plan to Free Your Time, Reclaim Your Schedule, and Reconnect With What Matters Most. Burton, Valorie. 2007. MN, DR, RM 640.43 B957H 2007

Steps to a new lifestyle so you can manage your life more effectively and live better.

It's Hard to Make a Difference When You Can't find Your Keys: A Seven-step Path to Becoming Truly Organized. Paul, Marilyn. 2003. DR, MN, 640 P281I 2003

If disorganization has become a way of life for you, Marilyn Paul offers a step-by-step process to a clutter free life. Identify the cause of chronic disorganization and the steps involved to make a positive and lasting change. This book "focuses on four levels of human experience - physical, emotional, mental and spiritual."

Life Laundry: How to Dejunk Your Life. Walters, Dawna. 2004. Audio E-book through Greater Phoenix Digital Library.

Inspirational guide to fighting clutter and sorting your space based on bestselling BBC series.

Making a Home. Hallam, Linda (ed.). 2001. DR, MN, RM 648 M289B 2000

Better Homes and Garden presents a guide to help you learn how to save time and money by organizing your home, and as a result, enjoying it more.

One Year to an Organized Life: From Your Closets to Your Finances, the Week-to-Week Guide to Getting Completely Organized for Good. Leeds, Regina. 2008. MN, DR, RM 640 L517N 2008 (LT at MN & RM 640 L517NB 2008)

Tips and ideas for organizing focusing on large and small projects, including creating routines, preparing for holiday guests, and cleaning out storage spaces.

Organize Your Life: Free Yourself From Clutter and Find More Personal Time. Eisenberg, Ronni. 2007. MN, RM 650.11 EI83R 2007

Start by making priorities and then working from there to "get it done" at home and in the office.

Organizing from the Inside Out: The Foolproof System for Organizing Your Home, Your Office, and Your Life. Morgenstern, Julie. 2004. DR, MN, RM 640 M823F 2004 (Also DVD 640 M823FD 2000)

Years of experience in professional organization allow the author to identify the fundamental basis for the principles of organization. Morgenstern offers a three step system or strategy...analyze, strategize and attack as tools to help readers recognize that being organized is a skill and can be learned if applied and practiced regularly.

Organizing Plain and Simple. Smallin, Donna. 2002. MN, RM 640 SM18P 2002

Organize room by room with the tips, suggestions, and practical solutions of Donna Smallin. This comprehensive "manual" provides readers with insight and inspiration to conquer the paper piles and move into a more organized way of life.

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The Queen of Clean Conquers Clutter. Cobb, Linda. 2002. MN DR, 648 C634Q 2002
Brief and informative, Linda Cobb explains how it is preferable to be a "Peaceful Pauline" instead of a "Harried Harriet." With her practical advice and clever solutions, readers will learn how to make the most of their space and time, and just how "peaceful" it can be.

Sidetracked Home Executives: From Pigpen to Paradise. Jones, Peggy and Young, Pam. 2001. RM 640 Y86S 2001

Do liberation and freedom have anything to do with organization? Peggy Jones and Pam Young just might prove that they do! If you are sidetracked, distracted, disorganized or domestically impaired...free yourself from old negative habits and create new positive habits that may produce an organized new you!

Time Management

First Things First: To Live, to Love, to Learn, and to Leave a Legacy. Covey, Stephen R. 1994. DR, MN, RM 158.1 C838T

In four easy steps, Covey introduces an organizing technique to help you determine what is important, not merely urgent, in both your personal and professional life and how to put "first things first."

Get More Done in Less Time. Otto, Donna. 1995. DR 640.43 OT8G 1995

Practical, simple and effective describe Donna Otto's solutions for becoming organized and in the process more stress-free! A common sense truth offered here is that fact that being organized actually frees up more time with which to enjoy your family and yourself!

Never Be Late Again: 7 Cures for the Punctually Challenged. DeLonzor, Diana. 2003. MN, RM 640.43 D383N 2003

Are you always running late? If so, you may be what Diana DeLonzor terms, "punctually challenged." DeLonzor identifies what "punctually challenged" means and ways to overcome it.

The Procrastinators Handbook: Mastering the Art of Doing it Now. Emmett, Rita. 2000. MN 155.232 EM64P 2000

Emmett offers tips, techniques and inspiration to overcome procrastination and identifies the "what, why and how" to be successful.

Sink Reflections: FlyLady's Babystep Guide to Overcoming CHAOS. Cilley, Marla. 2002. MN, RM 640 C489S 2002

Cilley (a.k.a. "the FlyLady) helps readers to overcome CHAOS (Can't Have Anyone Over Syndrome) by encouraging daily and weekly habits to help simplify and organize your life. After all, no one wants to suffer from CHAOS!

Take Time for Your Life: A Personal Coach's Seven-Step Program for Creating the Life You Want.

Cheryl Richardson. 1998. MN 158.1 R393T 1998

Would you like to "live a life you love?" Cheryl Richardson's goal is to help you achieve well-being in your spiritual, emotional and financial lives. Through a seven-step process, Richardson advocates the necessity of defining your priorities and refining your schedule to reflect what those are. Readers will find that Richardson encourages one to "make the quality of your life your top priority."

Time Management from the Inside Out: The Foolproof System for Taking Control of Your Schedule--and Your Life. Julie Morgenstern. 2000. DR 640.43 M823U 2000

Instead of working for your schedule, let your schedule work for you. Morgenstern outlines three simple steps (analyze, strategize and attack) that will aid readers in managing their time, and as a consequence, create a schedule suited to individual needs, goals, activities and values.

Time Management in an Instant: 60 Ways to Make the Most of Your Day. Leland, Karen & Keith Bailey. 2008. MN, DR, RM 650.11 L538T 2008

Shows you how to master the art of time planning, go for your goals, fight distractions, and find your focus.

Organize Your Life

Time of Your Life: 3 Steps to Take Control of Your Life. Robbins, Anthony. 2008. DVD 650.1 T482R 2008

Powerful multimedia program designed to show you how to manage your life instead of your time, empowering you to focus on the results you're after.

Time Power: A Proven System for Getting More Done In Less Time Than You Ever Thought Possible. Tracy, Brian. 2007. MN 658.4093 T674T 2007

Deal with time-wasters and get ahead. Section deals with techniques especially for salespeople.

Upgrade Your Life: The Lifehacker Guide to Working Smarter, Faster, Better. Trapani, Gina. 2008. MN, DR, RM 004.16 T688U 2008

How to simplify and enhance productivity, including email, organizing data, streamlining common tasks, searching the web, and managing multiple computers.

Periodicals

- Real Simple