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## 7 Habits of Highly Organized People

I would not say I was born naturally organized. I've more often identified myself as a more right-brained creative type. However, I've always enjoyed the pursuits and observed the positive effects of organization since childhood. **I have found that maintaining a truly consistent organized lifestyle takes a lot of intentional effort, discipline, and practice to achieve. But, it's WORTH it!**

Beginning my own family has probably afforded me the greatest opportunity to observe a few of the biggest benefits of managing a simplified and organized home and life:

1. To find things when I need them {quickly}.
2. To feel as though I'm being a good steward with my time.
3. To have a general sense of peace and calm.
4. To view my home as a haven of rest that I enjoy living in and opening up to others.

As I've grown in my knowledge and understanding of organization through real life experience, and intentional education over the years, I've observed **there are a few habits that have helped me maintain an organized lifestyle:**



### 1. Write Everything Down:

#### Welcome!



#### Heidi of Operation Organization

Hi There! I'm Heidi, a Professional Organizer and Family Manager Coach. I am passionate about helping others bring more order and peace to their home, office and family life. Based in Peachtree City, Georgia, I provide personalized one-on-one services in the Fayette County region as well as long distance Virtual Coaching Consultations. I'd love to help you find the cure to your unique clutter condition!

[View my complete profile](#)

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*FREE your mind.* Rather than trying to rely on your memory to recall when that appointment is/was, the name of the movie or book you'd like to check out next, or recall the phone number or address of that new friend or business contact - **WRITE it down.** I've learned to always carry a small pocket notebook with me to record various things throughout the day. Then, when I'm given some random bit of information that I know would be helpful to recall later, or if I'm struck with a personal bright idea I just jot it down quickly and return to my day as planned. Later, I'll 'download' these various notes to a more long term list or calendar.

### 2. Keep Flat Surfaces Clear:



{coastal kitchen image source: kitchenisms.com}

*Clutter is magnetic.* As soon as you place one random item on a counter-top, dining table, or work space, it will only attract more. Establish counter-tops as 'no dumping' grounds unless a particular item is used in that space every day (Like a coffee maker on the kitchen counter).

### 3. Find 'A Place for Everything'



{organized drawer photos courtesy of 'hello my dear blog'}



Organization by Heidi" > <img src="http://i1241.photobucket.com/albums/gg513/Heidi\_Leonard/OperationOrganizationsmalllogo\_zpsa01cf5f2.jpg" alt="Operation Organization by



#### Featured Articles



7 Habits of Highly Organized People



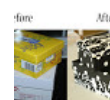
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Ease Morning Madness with Routine Charts for Kids



Stylish Organizing Solutions on a Dime



Daily, Weekly, & Monthly Cleaning Routines & Checklists {FREE Printables!}



Age Appropriate Chores for Children

*Eliminate the idea of a "junk drawer" where random items are tossed. Instead, create a defined space (with small containers or dividers) for all the little 'extras'. One of the reasons most of my clients struggle with clutter build-up is simply because there is not a clear place where things *belong*. Assign specific 'homes' for every single item. 'Homeless' items will instantly turn into clutter. It's also helpful to have designated spaces for your things so you can actually find them when you need them rather than wasting time searching or money buying duplicates. Find a specific place for loose change, keys, remote controls, office supplies, or even sunscreen. Do your children struggle with keeping their rooms clean? Help them find 'homes' for their toys/belongings as well.*

**4. Never Leave a Room Empty Handed**



Let's face facts: there will *always* be something that needs to be returned somewhere else. When heading to a new room in the house, glance around to see if there is something out of place {a coffee cup, piece of mail, toy, or rogue sock}you could gather up with you to relocate on your way.

**5. File, Don't Pile**



{image via BHG.com}

Set up a command central or mail sorting system somewhere in your home. This space will serve to corral all the bills, mail, and other paper related information that comes in daily. Set aside a specific time each week to respond to and file documents where necessary. *{\*note\* a command central could even be set up in something as small as a simple file box}*

**6. Purge & Declutter Often**



31 Days of Simple Organizing Solutions



10 Ways to Simplify Life by Color Coding



Organizing Small Spaces :: Dual Purpose Rooms



How many \_\_\_\_\_ does a person really need?

Strive to keep what you consider to be truly beautiful and/or useful in your home.

If you have limited storage it's especially important to not consistently accumulate more than will need to be stored. **Implement the 'One In, One Out Rule'**. When you purchase something new for yourself or your home, or when a family member is given gifts on special occasions; make an effort to remove a similar item you already own. **Resolve to declutter the common living areas of your home every evening** (perhaps a few times a day if you're living with small children).

**7. Make a Plan**

DAILY PLANNER		
TO DO:	ERRANDS:	TO CALL:
SHOPPING LIST:	NOTES:	TOMORROW:

{FREE PRINTABLE Daily Plan Courtesy of The Project Girl}

*Sometimes you just need to tell yourself what to do in order to stay on track.* Systems and routines save the day! Keeping a variety of running lists will serve as an **external reminder** of what needs to be done and when. You'll be granted a peace of mind knowing there is a plan to conquer all that needs to be done *and* feel the satisfaction of success when you're able to check off items they are completed as well!

Everyone in your family will appreciate having a menu plan in place:

The form is titled "MEALS" and is designed for a weekly meal plan. It features a grid for the days of the week (Monday through Sunday). To the right of the grid are several columns for organizing ingredients: "DAIRY", "MEAT", "CANNED GOODS", "DRY GOODS", "FRESH FOODS", "MISC", and "PRODUCE". Each column has multiple horizontal lines for writing.

{FREE PRINTABLE Menu Plan courtesy of *The Project Girl*}

A cleaning checklist will help keep the appearance of your home serene and

welcoming:

The form is titled "Weekly Cleaning" and is a checklist for daily household tasks. It is organized by day of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Each day has a list of tasks with checkboxes, such as "Dishes", "Clutter", "Kitchen Counters", "Make Bed", "Laundry", and "Vacuum". There is also an "OTHER" section at the bottom with blank lines for additional tasks.

{FREE PRINTABLE courtesy of: *evelyn kate designs*}

A family calendar will help show an 'at a glance' view of who needs to be where and when:

The calendar is titled "SHILEY FAMILY CALENDAR" and features a decorative border with floral and abstract patterns. It includes a header with the quote "This is the day the LORD has made; let us rejoice and be glad in it." Below the header is a grid for the days of the week (Sunday through Saturday), with small checkboxes in each cell for scheduling.

(Calendar via ScriptureArt)

*These habits are by no means a magic solution, but making an effort to adopt a few will*

surely aid to set you in motion as well as help maintain your organizational goals.

MOTIVATION  
IS WHAT GETS YOU STARTED,  
  
HABIT  
IS WHAT KEEPS YOU GOING  
- Jim Rohn -



Labels: [7 habits of highly organized people](#), [habits](#), [links](#), [printables](#)

Text

## 95 comments:



**Keefegirls3** September 13, 2011

Awesome(as usual!) Heidi!  
Thank you for the reminders. :).

Reply

Replies



**Heidi** January 22, 2012

Thanks so much, Kim!! :)

Reply



**Hershey's Moma {amy}** September 13, 2011

Love this! Many great tools here for organization-

Reply

Replies



**Heidi** January 22, 2012

You are such a dear, thanks for your kind words!! :)

Reply



**Anonymous** September 13, 2011

Everything is really open and really clear explanation of troubles. was truly details. Your site is really useful. Many thanks for sharing.

Reply



**Kira** September 19, 2011

Wow, these are all GREAT tips, Heidi! Thanks for taking the time to put it all together. I'm pinning this.

Reply

Replies



Heidi January 22, 2012

Thanks so much, Kira! I truly appreciate that! :)

---

Reply



Scrubbybubbles(sue) November 09, 2011

It is so great to see "write everything down" as your first tip. I am a FIRM believer in this. It has taken SO much stress off of me doing this. In addition, it helps me to remember others as well. To do something for them that they asked. I HATE it when I forget to honor a request. I feel like I'm dishonoring the person. I try to be as organized as possible. Furthermore, it feels GREAT to declutter..LOL I did this in my closet recently. Now, every time I open the closet door, I experience a sense of pride and accomplishment. Have a great day and thanks again for the great post!

Reply



Cher' Shots November 13, 2011

Okay, now where is that notebook? just kidding - excellent advice!

Reply

Replies



Dinah Hoyt Taylor March 24, 2012

I have about 18 notebooks. About 4 years ago, I started writing down what I did for that day, appts., grocery needs, work to do. I finally had to start writing the year on the outside, because I couldn't find the notebook. LOL

I have one for the farm/horse, one for my studio/designs/repairs, one for blanket repairs/work, and one for appts. I tried putting them in one notebook but that didn't work.

I'm in the process of finishing up my office and then it will be easier-hope hope  
LOL

---

Reply



Anonymous November 23, 2011

GREAT stuff, just what the doctor ordered! And I get a head start to my new years resolution! Many Thanks

Reply



Anonymous December 05, 2011

What a Great inspiration to start the Week!!!!  
God Bless-

Reply



Jill December 09, 2011

All so very true! Never leave a room empty handed is something I learned while waitressing (long ago) and it makes a big difference. Well, all of these do. :)

Reply

Replies



Anonymous May 16, 2012

full hands in- full hands out!

---

Reply



Jen December 10, 2011

This is almost exactly how I live!! Some call me a little ocd, but I can't stand to not be organized! Definitely good advice to follow.

Reply



Georgia December 12, 2011

I am with you with writing everything down. I even write down pointless thoughts like "hmmm is Turkey in the EU yet?" and other really pointless thoughts that would otherwise just start going round and round my head.

My moleskine reads like the ramblings of a mad man though.

xxx

Reply

Replies



Audrey May 29, 2012

Oh, can I relate to the ramblings..... Thoughts, quotes, ideas, Bible verses, etc., written on random pieces of paper - any paper. Sometimes the notebook is ..... well, I couldn't find it & I didn't want to forget what I was thinking. My mother-in-law did this, too. Good to know that there are 3 for us!! All the best to you.

---

Reply



v December 12, 2011

I love to be organized! Thanks for the tips! Very motivated!! :) Found you by way of Pinterest! :D

-Vanessa W

Reply



Ashley December 26, 2011

Just stumbled upon your blog from Pinterest. This post is awesome and can't wait to check out the rest of your page.

Reply



Tiffany December 29, 2011

Another one from Pinterest (I love that site for this reason and many others!!) This organization post is common sense to many (I guess? :-)) but for someone like me it is GENIUS!!! Thank you for the tips and especially for posting the free printables! I WILL be organized in 2012!!!! Glad I found this blog!

Reply

Replies

Heidi January 22, 2012





You sound SO motivated! I love it!! I hope the printables are serving you well.

Cheers!

---

Reply



**Ladytarheel** December 30, 2011

I think even I can do this !-thinks for pinning

Reply

Replies



**Heidi** January 22, 2012

Yes, I believe you CAN! :)

---

Reply



**Lynda** December 31, 2011

Lovely ideas, well thought out. Great photos of beautiful areas. i cant wait to print out the charts!

thanks a bunch!

Lynda

Reply



**{Bellamere Cottage}** January 01, 2012

Oh my... Doing really well according to this plan.... Except on the filing thing. Sometimes it just sits and rests. :-) Maybe that should be my NY resolution?

Happy New Year!

Spencer

Reply

Replies



**Heidi** January 22, 2012

Hope you are doing well on that goal, Spencer. Even if you make an effort to do a little bit of filing a few minutes every week, it will help a great deal! :)

---

Reply



**Anonymous** January 03, 2012

I absolutely write everything down, I keep an open calendar out for the whole family to see, We have an ongoing grocery needs list inside a cabinet, and I use my smartphone colornote list maker to keep ongoing lists like the different types of store you shop, and daily to do lists. I am free of small notes and lists.

Also, some semi visible storage (baskets under bench, hooks, cabinet, etc.) next to the front door for items you must drop off, take, or return is invaluable.

Reply



**Cindy Lyles** January 07, 2012

These are awesome - we have a rule that goes with #4 - ours is 'never go up or down the stairs empty-handed'. Happy New Year!

Reply

Replies



Heidi January 22, 2012

I love that!

---

Reply



Anonymous January 08, 2012

Wonderful ideas! I'm Motivated and Monday, I'm painting the inside if pantry door with chalk paint and the Motivation quote will go on FIRST!!

Reply

Replies



Heidi January 22, 2012

What a great idea!

---

Reply



4you-withlove January 10, 2012

Excellent advice...I posted a link on my blog so others can get a successful strategy together. Thanks for sharing!

Reply



Anonymous January 12, 2012

Love your ideas! Can't wait to get started in the de-cluttering adventure!!

Reply

Replies



Heidi January 22, 2012

Whoo hoo! You'll do great!! :)

---

Reply



Anonymous January 15, 2012

Such great ideas....thank you so much for sharing...I am DEFINITELY going to apply these to my every day life so that I too can be organized and my home can STAY clean all the time!

Reply



B.M.N January 19, 2012

Applying these and spreading the word!

Reply



Cassie Fields January 22, 2012

I love this post. It gave great starter info and didn't overwhelm me!

Reply

Replies



Heidi January 22, 2012

I'm so pleased to know that, Cassie. That was exactly my intention when composing this article. Blessings on your journey ahead!! :)

-H

---

Reply



Kayla January 24, 2012

I love this. Its nice to know there are more non-natural organizers trying to be cute and efficient with their things!

Reply



Anonymous February 09, 2012

Great info if I will only adhere!

Reply



V February 19, 2012

Just found this-it is fantastic!

I want to be organized...but feel overwhelmed and waste time.

Reply

Replies



Heidi of Operation Organization March 20, 2012

It does take hard work and intentional effort, to be sure. Let me know if I can help. :)

---

Reply



Johnnie February 25, 2012

I have 2 rooms of boxes from a very disorganized move..Can you give me a list of categories to put these things in so I can go through them and put them WHERE THEY GO" ?

Reply

Replies



Heidi of Operation Organization - MN February 25, 2012

Hi Johnnie,

I'd be happy to coach you in your current challenge. Please email me at [operationorganizationmn@gmail.com](mailto:operationorganizationmn@gmail.com) if you'd like to learn more about virtual services. :)

-H

---

Reply



Anonymous February 25, 2012

Genius....found this on Pinterest! I will be directing my mom here when I help her get her

home in order. We are so excited

Reply

Replies



**da geekman** December 20, 2012

Pinterest is so good..Can't wait to check out your web site..

---

Reply



**Niki** February 25, 2012

These are awesome!!'m going to write them down so I don't forget;)

Reply



**Nicole** February 28, 2012

I live by all of these habits, especially making the lists for the day, I feel at peace when my list is complete for the day. And then I can relax! Thank you so much for this. I thought I was the only one who was like this.

Reply

Replies



**Heidi of Operation Organization** March 20, 2012

No, you most certainly are not alone! :)

---

Reply



**myka** March 04, 2012

I live by this list and only fall short on the 'organized drawer' thanks for reminding me..ill get with it.

Reply



**Wendy** March 07, 2012

perfect post!!! that's me to a T! :)

Reply

Replies



**Heidi of Operation Organization** March 20, 2012

Thanks so much, Wendy! :)

---

Reply



**brookeaziz** March 07, 2012

Thank you for sharing these tips. I love the lists and sheets, they're very helpful!

Reply

Replies



**Heidi of Operation Organization** March 20, 2012

I'm so pleased you found it helpful. Thanks for reading! :)

Reply



**Anonymous** March 26, 2012

i do all these and friends+ husband say i suffer from OCD. true?

Reply

Replies



**Heidi** March 29, 2012

what a provocative question! i may have to devote an entire post to respond. (\*writing it down\* on my blogging article idea list now.) :)

-H

---

Reply



**MnMpowercrew** April 04, 2012

Lists-check!

Don't leave the room empty handed -check!

Get the junk off the desk/counter - OK, this is the step I was missing! Always held me back. Thank you Angie for pinning this!

Reply



**MnMpowercrew** April 04, 2012

Lists-check!

Don't leave the room empty handed -check!

Get the junk off the desk/counter - OK, this is the step I was missing! Always held me back. Thank you Angie for pinning this!

Reply



**Pamela** April 05, 2012

Fits me to a T! great post-

Reply



**Anonymous** April 20, 2012

Great post. This is so me. Thanks.

Reply



**Shirley** April 24, 2012

I love your blog! We are kindred spirits!

Reply



**Laura** April 29, 2012

Love these!! I have a binder that has everything in it, schedules, Internet passwords, grocery lists, a bill schedule chart, even what lightbulbs we have in our house and the size of the furnace filter! Lol it might sound weird but it eliminates SO much stress from me!!! I love reading stuff like this because I just add the ideas and get more organized :)

Reply

Replies



**Catherine Hansen Peart** July 11, 2012

I had to laugh because I have all our lightbulb sizes on a list in my phone so I know what to buy when I am out. Just makes good sense!

---

Reply



**Sandra Gale** May 28, 2012

Just found this on pinterest, what a lovely simple list. I feel like I could just try one of these at a time until they all become habits. Looking forward to having a good look at the rest of your blog now

Reply

Replies



**Heidi of Operation Organization - MN** July 30, 2012

absolutely! that's a great approach!

---

Reply



**GlobalJuicePlus+** June 04, 2012

I believe your blog is exactly what I need... easy ways to help me all over my life. I am new on your blog and I hope I keep coming. Already printed the calendar for the weekly menus... I hope I use them well. Thanks for the brilliant ideas.

Reply

Replies



**Heidi of Operation Organization - MN** July 30, 2012

I'm so pleased you're finding the resources helpful! :)

---

Reply



**Angela N** June 05, 2012

Happy to stumble across your blog on Pinterest. Will be putting many, if not all of your simple yet great ideas and suggestions into practice :) Thank you.

Reply



**FERI DESIGN DIVA** June 09, 2012

Another tip for someone who has lots of earrings and they are all in box. Get the eggs that come in clear plastic containers. Out of one box, you have two you can cut to put a pair or two in the cups and you can see them clearly. I have mine in colour order, so they are even easier to find. The last part of the tray in rectangle so you could put whatever you want in their, I put brooches, bracelets.

Also a man's tie holder is also good for hanging thin scarves, you put the scarf over the little rod and pull it to the back so you can see what colour it is but the rest is out of site behind the other scarves you put on. Was that as clear as mud:)

Reply



**FERI DESIGN DIVA** June 09, 2012

Can you pin all instead of pinning one at a time.

Reply



Miss Lemonade June 30, 2012

ya know maybe i should have a bed of nails, then i wouldnt stay in it and actually do this.

Reply



Marie July 05, 2012

You need to write a book or something, or at the very least make this list printer friendly. If I had a brother I'd try to marry you off to him just so I'd have you in the family!

Reply

Replies



Heidi of Operation Organization - MN July 30, 2012

You're sweet, Marie. :) Working toward a publication of some sort in the future is certainly on my radar! Stay tuned!!

---

Reply



Jennifer Perez of Mystic Nails July 06, 2012

Hi, thank for sharing this valuable information. Have a great day, Jennifer :)

Reply



Catherine Hansen Peart July 11, 2012

Great list and so nice to see someone else from Minnesota.

Reply

Replies



Heidi of Operation Organization - MN July 30, 2012

Thanks for stopping by, Catherine! :)

---

Reply



Leslie July 11, 2012

Love this list! I already do a lot of them but in the process of getting organized, my organization is somewhat disorganized. My lists end up everywhere. I am going to try the binder idea. Oh, I ended up here by way of Pinterest!

Reply



Heather May July 22, 2012

I "don't do" paper so instead I email myself everything. If we get a schedule for soccer, etc. it gets captured w the cameraphone and emailed to myself and Daddy. If you do this yourself use keywords in your email title ie. Kids soccer schedule. We also share our work schedules on g-cal.

Reply

Replies



Heidi of Operation Organization - MN July 30, 2012

That's great that you've found a system that is effective/efficient for your individual lifestyle. Cheers!

---

Reply



**Heather May** July 22, 2012

I "don't do" paper so instead I email myself everything. If we get a schedule for soccer, etc. it gets captured w the cameraphone and emailed to myself and Daddy. If you do this yourself use keywords in your email title ie. Kids soccer schedule. We also share our work schedules on g-cal.

Reply



**Melissa** July 25, 2012

I absolutely love this post and the printables! I try to stay organized but I get off course sometimes. I am going to try to start applying these 7 great tools and use the printables to keep me on track! Thanks for help... Greatly appreciated!

Reply

Replies



**Heidi of Operation Organization - MN** July 30, 2012

Thanks for the kind note! Best wishes on your journey ahead! :)

---

Reply



**Cortney** August 03, 2012

Truly useful! Thank you :) Also wanted to say I love your blogs design- very welcoming and attractive. I definitely want to set up the "file system" in my house. I stack WAY too many papers around LOL

<http://www.cosmeticsbycortney.com>

Reply



**Anonymous** August 05, 2012

Pinterest brought me here :) I too love your printables. Nicely done!

Reply



**Carol Gordon Ekster** August 13, 2012

Great article! Pinterest also brought me here. We'd have calmer happier people if everyone could follow these 7 habits. I taught elementary school for 35 years and have seen many disorganized kids, desks, and families. I understand the need for organization. And if you have children, please share my picture book, Ruth the Sleuth and the Messy Room, with them. They'll understand the need to be organized! There's a parent guide and a game to help with organization at the back of the book. Stay organized!

Reply



**Dee @ Cocktails with Mom** October 02, 2012

It was meant for me to stumble up on this today. I have been working on trying to become more organized but only find myself feeling overwhelmed and wasting time. Thanks for ths!

Reply

**BabyToys Edu** November 07, 2012





The post is very nicely written and it contains many useful facts. I am happy to find your distinguished way of writing the post. Now you make it easy for me to understand and implement. MyKidsGuide

Reply



**Katrina Kennedy** November 24, 2012

Thank you for useful and practical organizing tips. Excited to find your blog and start clearing the clutter in my life!

Reply



**Kalinka** November 25, 2012

Very good! I have to get my husband into this, because I'm a organized person.

Reply



**Simon & Lisha** January 09, 2013

Very good Heidi!! As you know, I'm in need of developing these good habits!!

Reply



**Lily** March 08, 2013

Excellent and useful article! Thanks for taking the time to post this.

file box

Reply



**Kelly Webb** August 13, 2013

It's really cool, this would be helpful to arrange my office-space and works properly.

Reply



**angieh** October 13, 2013

This is just what I needed! Thank you :)

Reply



**breakmydreams** January 06, 2014

I try to do most of these, but it is a struggle, since I have slip up's and not do them everyday for awhile to have them become habit \*sighs\*

Reply



**Andrea Hancock** March 14, 2014

It's great to find another creative-thinking Organizer who realizes the importance of organization. I loved all 7 tips!

Reply

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Thanks for reading!

If you have a specific question, I would love to connect with you via email:  
OperationOrganizationByHeidi@gmail.com

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