

She's Organised



52 Simple Ways...
to FREE up 12 hours a week to get
what you want!

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Message for you

Dear Friend,

The most common issue people face when they know they need to get organised is 'where do I find the time?' People ask me: Is it really possible to find 12 extra hours in my week when I'm so stretched just getting the basics done, like work, family commitments and all that housework? Not to mention the hundreds of messages, e-mails and school notices that clamour for my attention?" The answer is a resounding YES.

Here at Did You Remember The Milk? we've been helping people for many years to create time, energy and money for what's most important. This report is a summary of our top 52 ways to give you back 12 hours per week and get what you want.

Just imagine what 12 hours a week would do for you. Then imagine leveraging those 12 extra hours to get organised, so that you create EVEN MORE time for yourself? Just like earning interest from investing your money, try putting those extra 12 hours to use by streamlining and organising your office, or your kitchen or your wardrobe, so you can operate in those spaces more smoothly and save even more time?

We all have exactly the same amount of time. What separates those who are hugely successful from those who stay 'busy and stressed' is simply where you focus your attention.

I really want to hear how you choose to spend those extra 12 hours in your week. This is a very tiny example of what we have in store for you in our member community. Find out more at <http://shesorganised.com/milking-it-2014/>. Come and join our membership program.



Brigitte Hinneberg

Mum, CEO, Coach, Author and Organiser.

A Winning Mindset

1. Get clear about what you want

In our membership program, we encourage you to start by tapping into what you want in your life. Why do we start an organising program with the big picture and not the 'stuff'? Because this gives you the passion, the juice in the tank and the perspective you need before you start getting 'productive'. Knowing what you want is the blueprint for major change. This will guide WHAT you do and WHERE you focus.

2. Get out of Perfection Paralysis

Perfection Paralysis is holding you back. The reason so many people don't get started with any self-improvement projects in their life is because 'I might fail'. We all worry that things won't be perfect. Well guess what? Perfection doesn't exist. Aiming for perfection is aiming to fail because you'll never achieve it. Perfection Paralysis is also when you spend too much time doing something. What if you aimed to just get 25% of your project done? What if you set the timer for 15 minutes and just see where you get to? Aim for momentum which means that good enough is o.k. for now. See how far that takes you!

3. **Decide on your top three Outcomes.**

Often we get so caught up in the process of getting things done, that we don't see the shortcuts and the options at hand. If you focus on the outcome you want, then you'll find that you take the shortest path to your goals. Remember, no matter what, you'll always get an outcome. The question is: will it be the one you want? So choose three goals that you're going after in your life: one long term (2 years), one medium term (6 months) and one short term (within 2 weeks) and focus on the outcomes you want in those three areas each morning.

4. **Spend more time in the Milking It zone.**

Track the percentage of time you spend each week in the 'Milking it zone'. That means how much time you're spending doing 'important but not necessarily urgent' activities. These are activities like planning ahead, doing some exercise, spending some focussed time with a loved one, creating systems for your life and getting organised. All these activities have long term benefits that will reduce the amount of 'urgent' items that show up in your life. Then look at how much time you spend doing the urgent activities, like responding to complaints, stepping in to solve children's fighting, paying late fees, sitting in the doctors' waiting room because you're run down and having to back track because you missed a deadline. Your goal: aim to spend more than 50% of your time in the zone.



5. Remember that at any point in time, you have at least 3 choices

Most of our inefficiency comes from feeling like we have no choices. Do you make everything in your life a “must” to complete? When you’re in this state, you usually won’t be seeing the easier options. The first step to getting out of this state is to pause and reflect that you actually do have choices. There are at least three options for every situation, so you need to write down as many as you can think. Once you recognise this, your feeling and attitude towards the task at hand (and your life) changes. Nine times out of ten, you’ll find a faster and more direct way to achieve your goal.

6. Change your belief about the concept of ‘urgent’.

‘Urgent’ is usually what other people put on you. Think about the result you’re after, not the ‘urgent’ part. You don’t want other people’s urgency, their “to do list”, or their stress in your life. I love the phrase: “Stop ‘to do listing’ all over me!” Instead, take control of the situation. Don’t get hooked on other people’s demands. Tell them that you appreciate their situation and politely ask them what steps they have taken already and what options they can think of for achieving their goal. Let them know another time that you can help them.

Habits, Rituals and Routines

7. Habits and the Compounding effect

Developing good habits can have more impact than you could ever know. By choosing to join the Milking it program, you're going to learn some habits that, once learned, have a compounding effect on your life. That means, just by doing these little things over and over, your life will keep improving more and more so that over time, a little bit of effort from you goes a long way. Think about how your money grows when you put it into a growth investment. The interest keeps compounding, so that your investment keeps growing without you having to make further deposits. The same principle applies with our time saving habits. You will continue to create more and more time for the things that are important to you. That's why people say our member program gives them a 1000% return on their investment.

8. Start your day the same way every day

Every morning, you should wake up at the same time. Your body needs routines to be able to perform at its peak. The ideal morning ritual consists of some water, then a few minutes of quiet reflection about what you want in your life, by looking at your vision board. 40 minutes of exercise boosts your metabolism, wakes you up and gives you vitality to deal with the rest of the day. A 2 minute brain dump of all the 'to dos' nagging at you down on paper or in an electronic task management system. Then prioritise that list with the top three things you know you need to get done that day. Then see p13 for the Morning Lift-off if you have a family.

9. Turn off your e-mails

When I turned off my e-mail alert on my PC a couple of years ago, I noticed a big difference to my productivity. Now I don't get interrupted while I'm working on a project. Every time you get distracted from a task you're doing, it takes you 30 minutes to get back to the same level of concentration that you had before you were interrupted. By shutting down your e-mail application or even just turning off the little alert box that pops up on your screen when a new e-mail comes in, you'll save hours per week of dead time. Now I handle e-mails at 11 and 2:00 each day, but never in the morning.

10. Dealing with distractions

In addition to turning off your e-mail alerts, you need to have some focus time most days just so you can get your big projects moving. So this also means you need to turn off your mobile (cell) phone, your IM client, shut your web browser down, turn off the home phone and have nothing in your way that's going to distract you. Put the timer on and focus on getting your main priorities done.

11. Develop the habit of making decisions

Disorganisation is the result of deferred decisions. Get in the habit of making decisions. Decisions as small as what to wear tomorrow, when you're going for a run, what you're going to achieve today; you name it, the more you make the better you become. Usually it's fear of making the wrong call that stops people from making a decision. Just reassure yourself that there IS no right decision. And not making a decision at all is making a decision as well! It's deciding to defer and delay your life and your plans until things are perfect. See life as a journey and enjoy the learning.

12. Clear a path

We all do things that are easy for us to do. If you want to get a project finished, or adopt a new habit like working out in the morning, then make it easy for yourself. Think about all the little things that might slow you down or stop you from achieving your goal. Then get rid of them. For example, if you want to run in the morning, get your running gear out and have it next to your bed. Don't create any unnecessary steps between you and your goal or you won't do it. We're bombarded with so many distractions each day that the straightest line sometimes isn't so obvious, is it? Help the universe to conspire in your favour by giving it a little nudge!

13. Set up reminders

By setting up reminders on your phone, you can relax and concentrate on the task at hand. Reminders are great for things such as: taking a break from a project after an hour, picking the kids up from school, when to put the dinner on, 10 minutes before your meeting is due to finish (so you have time to wind it up and address any outstanding items). Using the phone is great because you can put a label on the reminder and use them frequently.

Planning and Time Management

14. Plan each day the night before

Author Brian Tracy was absolutely spot-on when he coined the popular phrase: “Every minute you spend in planning saves 10 minutes in execution; this gives you a 1,000 percent Return on Energy!” Think about the day you’ve just had (or the one you’re in the middle of). What events could have taken less time if you had planned more in advance? Maybe an interview could have gone better if you had your key points in front of you. Maybe you could have thought through a project before starting on it and wasting a day of effort in the wrong direction. Plan your day and then work that plan.

15. Avoid rush hour

Rush hour is the ‘rat race’ personified and is a huge waste of time. You’ll save loads of time by commuting earlier or later in the day. By starting your day earlier, you’ll have time to plan, to look at how you can cut some corners in your day and even get a few big tasks off your list before everyone catches up with you. Or if you can get your colleagues or boss to agree to you working at home until after rush hour, then you’ll also be way more productive during the day.

16. Batch your activities

What do RSVP'ing to an event, filling in a permission slip for school, responding to an e-mail and calling a supplier all have in common? They are all communication activities. When you batch 'like' activities together you are super efficient with your time. You have your stamps and envelopes out so do all your paper correspondence for the week at once and likewise with your phone calls and e-mails on a daily basis. I return phone calls while I'm waiting to pick the kids up. Create files for your routine activities like 'Correspondence To Complete', 'Bills To Pay', 'Social Media To Post'. Then when things come in to your intray (paper or electronic), they have somewhere to go and wait for you until you're ready to attend to them. You'll find hundreds more ideas and our popular system for handling paper work and e-mail in my award-winning book *Paper Flow, Your Ultimate Guide to Making Paperwork Easy*.

17. Use a timer

Using a timer will transform your life. Procrastinating doing a boring task? Put the timer on and promise yourself a break when you've done 15 minutes. Feeling like a report is taking 'forever' to write? Again, set your timer and challenge yourself to finish it in 20 minutes. When I did a research project on time management a few years ago, I kept a timer with me for two weeks straight and timed every single activity I did. The results were fascinating. Activities that I didn't like took much less time than I thought (like unpacking the dishwasher – 2 minutes!). Whereas activities that I enjoy like reading and playing games with the kids seemed to fly but the timer showed the opposite. This research proved that we can do so many activities in five minute bursts.

18. Put your lazy hat on

I am actually a bit obsessed with time, not just because I have so many things I want to do with my life, but also because I'm essentially pretty lazy. If there's an easier way to do something, I want to know about it! So why don't you pretend to be a lazy person and think about all the things you do that don't really need to be done. Think twice about heading up to the post office when you can call a cheap courier to come to the house. Keep all your passwords in the one place, so you don't have to keep looking for them. Put all your reading material into a bag and head to the local cafe to get through it. When ideas like that pop up write them down and remember them!

19. Put things off.

How many projects are you trying to do at any one time? My research and years of experience with clients has shown that if you have any more than 7 projects going on at work and at home at any one time, the time you'll take to complete each one will blow out enormously. This is because you're chopping your attention between too many things. A huge part of strategic brilliance comes down to sequencing. That means knowing what projects need to be done in what order. Don't worry about 'putting off' something important. Just remind yourself that you'll get it done much faster if you put it off until you've finished the four or five projects you've already got on your plate.

20. When in doubt, Backwards Plan.

My member community knows how much I LOVE backwards planning. Another name for it is 'reverse engineering'. When you have a big goal ahead and you don't know how you're going to get it done, you picture yourself having completed it and then write down the event or activity that was completed just before you reached the end. Then what was the step before? And the step before that? As you work your way back to now, you'll notice that you can imagine the tasks you need to complete even if you're not sure. Then you'll have a plan right in front of you to follow. You'll find a tutorial and the templates in the membership module 'How to Get What You Want'.

21. Use your diary as a tool for getting things done

Many people use their diaries to put key meetings and events in there, but not all the items they actually need to do. For example, their diary shows a blank afternoon when they need to be travelling 45 minutes to get back from an appointment and then they need to do laundry and handle five phone calls. This results in us saying 'yes' to things that we can't actually fit into our day. We'll teach you how to plot your time and pace yourself so you have enough time to get things done and not be stressed and having to make ten phone calls to excuse yourself.

22. Master the art of estimating your time

This is possibly one of the most important time management techniques. When you can accurately estimate your time, you then ensure that all dependencies follow that activity. For example, knowing how long it takes you to do the grocery shop and get it unpacked and a nice meal on the table will ensure your dinner guests are greeted by a smiling relaxed hostess instead of a ball of stress. Knowing how long regular activities take is also a case of knowing what time of the day to do certain things. For example, it might take you half the time to write a proposal if you do it in the morning when your mind is fresh than it would in the afternoon. Or you might be much more likely to stick with completing mundane tasks in the early afternoon when your energy is low. Become a great estimator and watch your energy levels.

23. Set up a paper management system

Imagine having all of your 'to do's' separated neatly into files waiting for you? Imagine having your project files all together with a project planner at the beginning of each file, reminding you of key milestones, important contacts relating to that project and budgets and deadlines. Imagine being able to find any document you need within seconds? That's what it's like having a paper management system in place. We call it Paper Flow. It's like having your own personal assistant. You'll learn how to set up Paper Flow quickly and easily in the member program.

24. Press the pause button

You know how excited you get at the beginning of a project? This is the project that's going to change my life / give me astonishing business success / bring me that income I deserve! So you jump straight into it without a plan... Press the pause button at the beginning of each project and set up a mini project plan. You'll find the template waiting for you in our member's area. What you do is think through the project and break it down into steps with deadlines for each. There are a few other tricks to making this work, but you get the picture. When you open your project file, you immediately focus on the task at hand and our experience shows you'll get it done much faster.

25. Don't click that link!!

When you're going through your e-mails sorting them into the ones you need to act on, many of them will contain links for you to read the latest blog or find out the latest deal. This will take you on a whole hour of mindless web surfing as you click more and more links. Whatever you do, don't click that link!! File the e-mail into a folder called 'Items To Read' and this becomes your electronic reading later in the day when you're having some down time with a cuppa.

Smart Shopping

26. Shop online whenever possible

Even if you have to pay a little extra for delivery it's worth buying groceries online when you consider the value of your time. Our local supermarket is only a 7 minute drive from my house, but it becomes a 3 hour round trip. Having the groceries delivered takes me 8 minutes to order and 20 minutes to unpack at most. It's a no-brainer. There are so many things you can buy and do online now, to free up your time, like stationery, clothes, tools, electronics and processing your health claims. Avoid queues at all costs!

27. Plan your shopping

Always use a shopping list. We have a magnetic one that sits on the fridge and we add things to it during the week that we've run out of. We also have a seasonal shopping list to go with that season's meal plan. So when I sit down to do the internet shop, I know what I've run out of and what I need for my week's meals. I also have my diary open so I can see what nights we need a quick and easy meal and when we're eating out.

28. Pay your bills online

Not only do I recommend you pay your bills on time, but also set up automatic payments for regular bills like phone and electricity. These are great ways to save time and stress. You'll never get caught with paying a late fee or having to ring the disconnections line and wait on the phone. Paying all your bills online saves time especially if you do them all in one hit each week on the same day at the same time. This is another example of a recurring action at play. When you have your online bank account open in front of you, always pay all the bills at once instead of doing it every day or every time a bill comes in.

29. Streamline your accounting

Try to have as few bank and credit accounts as possible. You don't want to be paying extra account keeping fees and spending time reconciling too many accounts. Also, your bookkeeper will charge more if they have to spend more time handling multiple accounts. Keep things simple and save time and money. Always keep your business and personal accounts separate.

30. Keep your passwords together

Speaking of online banking, keep all your passwords together in one location and save yourself a heap of time searching for them. Isn't it annoying when you get rejected from a site because you can't remember the password? It's stressful trying to keep them all in your head. You could have a password protected document with password hints. Alternatively there are some great secure password storage software packages that you can access from your phone or iPad or computer. An example is 1Password, but there are many others.

31. Choose low maintenance fabrics

When shopping for clothes, avoid the 'dry clean only' fabrics and delicates that need lots of hand-washing. I rarely buy day clothes that need ironing which saves me lots of time and money (since I don't iron anyway!). My mum jokes that I've never seen an iron. It's not entirely true, but I know what I'm good at and ironing doesn't make that list. You'll save hours in the laundry with low maintenance clothes.

Other People

32. Seek out subject matter experts

When you think about a particular goal that you're working on, who do you know who has done this before? Maybe you even know an expert in this particular area? For example, when I recently discovered that two of my children have gluten, wheat and dairy allergies, I knew I needed to change our family's diet drastically. Rather than do all the research from scratch, I called up my friend who has been following a gluten-free diet for years and she instantly gave me a ton of child-friendly recipes. When I started my membership program, I spent some time with a marketing expert who had also created a very successful online membership program and by learning from his experience and mistakes, it saved me an enormous amount of time. Don't go it alone – there is always someone who has done what you're doing.

33. Say NO more often.

We're often in the habit of saying 'yes' to others because we don't want to disappoint them and we recognise that in order to maintain relationships with people, we must meet their needs. So often in life, we know what to do, but we don't do what we know. For a few weeks, practice saying 'no' to absolutely everything and everyone. After all, you already have your plate full, right? You'll find that you get results much faster without all the interruptions.

34. What can you delegate or outsource?

All of the most successful people in the world are great at delegating or outsourcing. Write down your key strengths. What are you good at? Do more of what you're good at and outsource as many activities that you're weaker at as possible. The business case for this lies in your hourly rate. Even if you're a salaried employee, figure out what you get paid per hour. That's the opportunity cost of doing the stuff that's not your specialty. One client outsourced her meals and housework during a particularly busy period of her life and was able to take on two new clients and make more money. I'm a big fan of using virtual assistants to get things done. If you're busy at work and you don't want to let things slip, a virtual assistant can do your research for a project, book your holiday and organise your child's birthday party for example. If want to find out more, visit: <http://www.yourvirtualpa.com.au>

35. Trade your Time

If you don't have the cash you need to outsource, do what I did in the start up phase of my business: trade time with someone you know who has the skills you need and don't have. Offer to help them with something you're good at and get them to help you with the things you're not so great at. For example if you're great at marketing and lousy at bookkeeping, offer to help your bookkeeping friend to market their business while they help you out with your books.

36. Avoid the Soap Operas

If you have friends and colleagues who you can count on to always have the long-winded sob story or “woe is me” account of their weekend, then you’ll know how much time that can suck up. Often people like this don’t want solutions, they don’t want to ‘fix the problem’, they just want to be heard. There’s a time and a place for that AFTER you’ve got your important things done. Avoid the water cooler or lingering after in the school drop off zone if you’ve got some big things to achieve. The soap opera will go on without you, believe me. She’ll find another shoulder and another ear.

37. What’s the Agenda?

I have very good friends (me included) who don’t go to meetings without an agenda. Meetings without agendas tend to drift on and waste everybody’s time. Agendas are vital so that you can prepare before hand and be able to use the meeting to get agreement or to get clarity on an issue or whatever you need. Always do your pre-reading and then you can cut the meeting time in half. This shows respect for your colleagues and they’ll soon follow your style.

Personal Preferences and 'Down' Time

38. Reduce your Screen time

Cut down on your television time and watch your productivity skyrocket. During the week when you've finished dinner, get things ready for the next day then reward yourself with a nice hot bath or your favourite book or an early night. Watching television is proven to not be an effective relaxation technique, it just distracts you. Tape your favourite shows and choose one or two nights per week when you can sit down and enjoy them.

39. Wake up early.

This is particularly useful for my clients who are parents. When you wake up with the kids, it's hard to get ahead of your day because their agenda is already on top of you from the beginning. Wake up earlier and give yourself some headspace to plan your day, do some exercise and not have to rush.

40. Take holidays

Have you ever noticed what a different perspective you get when you go on a holiday? Getting distance between your busy life and you is a really great way for you to stand back, see how you might be making some things more difficult than they need to be and look at things with a fresh pair of eyes. Ideas come to you on a holiday because you're relaxed and not attached to the outcome. Just remember to take a journal with you so you don't forget those pearls of wisdom!

41. Multi-tasking = faulty-tasking

During that research exercise I was telling you about, I also timed how long it took to do activities when I was multi-tasking. It was astonishing! When I multi-tasked, it took me on average three times longer to complete the task. For example, paying bills while updating my budget. Although they're related in topic, they're two different activities that require different mindsets and activities. Pay your bills THEN do the budget. It's an obvious example, but look at other areas where you multi-task and see how much time you can cut back.

42. Energy To Burn

What you put into your body will determine how effective you are. In our health and fitness module, we'll show you all sorts of techniques you can use to maximise your energy levels. A breakfast shake full of super foods that are bursting with energy will keep you feeling alive and full of vitality all day long. So too will drinking enough water and exercising regularly. These are just two of many things you can do to maximise your energy levels. What's that got to do with saving time? Everything! Comfort food (refined carbs) will keep you hungry and make you tired. How much do you get done when you're tired??

Family matters

43. Division of labour

Do you have a neighbour with children of similar ages that you could share child minding with? Maybe you could take it in turns to make each other a family meal? Or even take it in turns to go out to the movies? This saves time and money. Think about regular activities that you could trade time on.

44. Take your Out Bag to the line-up

How much time is spent waiting in the car for children? Each afternoon I have to arrive at school 20 minutes before the bell rings because if I don't, I won't get a park. So I always take my 'Out Bag' with me and get some chores done while I'm waiting. I can empty my whole 'Correspondence To Complete' file in one sitting. Such a relief! I take my Out Bag with me to the doctors, or to the local football match (while I'm half watching – o.k.! Busted for multi-tasking!!), to meetings and any other places where I might be kept waiting. Remember that you can move mountains in a few short minutes.

45. Reduce your extra-curricular workload

For every formal optional activity your child partakes in there are lessons, practice at home, uniforms and materials to buy and travel time for you. Time, energy and money. You want your children to learn and flourish but not to the detriment of 'family flow'. Many child psychologists believe that children's lives are becoming over-scheduled resulting in stress and anxiety. Down-time is really important for children. What activities could your child do at home or with friends that reduces the pressure? Maybe you know a friend who could teach your child art, for example? Give yourself some space and lighten the extra-curricular load.

46. Afternoon routines

Set up a routine that happens each afternoon with your children, so you're not all getting to bed late. For example, my children are young so when we get home, I get them to unpack their bags, have afternoon tea, play for a while and then do an hour of homework. Then it's dinner, bath and stories. If we have an activity in the afternoon, then I take afternoon tea with me and we skip the play time when we get home. That helps them choose how they want to spend their time!

Household Harmony

47. Have a theme for each day of the week

For example, you might have Maintenance Monday, where you do your laundry and handle all your recurring actions like bills to pay and claims to make so they're not hanging over your head for the week. Choosy-Tuesday might be the day that you choose one big project and take four hours to just work on that one big goal. Wealthy Wednesday might be the day when you follow up unpaid invoices, take a look at your finances, increase your sales and give your kids their pocket money. Thinking Thursday might be the day you review your goals and how you're progressing. And so on. Having themed days of the week gives you a sense of rhythm and purpose.

48. Set up systems for success

Your Milking It membership program teaches you 12 systems that you can set up in your life that make everything easier. These 'systems for success' are areas of your that you will always have to deal with and will never really go away. By setting up a system, you can improve or adapt it as your circumstances change and as you grow, but you won't have to re-invent them. They will support you through life's ups and downs and many changes.

49. What's for Dinner?

Having a meal plan for each season means you can have one fortnightly meal plan and rotate it for three months. The beauty of this is that you master those meals and become really good at preparing them, you'll always be using seasonal and therefore tastier and cheaper ingredients, and you can improvise whenever you want to, but at the end of a long day, you'll always know 'what's for dinner'. We'll show you some tried and tested meal planning techniques in the Meal Planning tutorial, titled 'What's For Dinner?'

50. Batch cooking is brilliant

Every project has a set up part, a 'doing' part and a 'tidying up' part. That's very true of cooking. The set up and tidying up part of any project typically takes half the total project time, especially when you think about every minute spent in the setting up / planning part saves you ten in the 'doing' part. To prepare a chicken pie, for example, you have to get all the ingredients out, thaw out the pastry, grease the pie dish, etc, etc. If it takes you an hour to make one pie, then by making three or four pies, you are effectively saving yourself at least four hours. Also, it's a great feeling to pull a ready-made meal out of the freezer in the morning and know that you'll only need to pop it in the oven that night.

51. Your morning lift-off

Many of the people I work with are busy entrepreneurial mums who need to streamline their morning routine. So we have a really basic routine to ensure that when you walk in that evening, there'll be nothing nasty waiting for you. We use the acronym **MILK** (as we do often). **Milk** stands for **Meals** (get the evening meal planned), **Items** for School and work (permission slips, library books, meeting notes etc), **Laundry** (hang out a load and turn on the machine) and **Kitchen** (which means put the dishes away and wipe down the bench so you come home to a clean slate at the end of the day. That's four simple things in **M-I-L-K** that you can do to make your evenings run smoothly.

52. Evening wind down

Just as we have the morning lift-off routine, we also have the evening wind down routine to ensure your morning runs smoothly. There are four things to do and the acronym to help you remember them is **CULL**. **Clear** away all the clutter by going from room to room and putting everything away. Children of all ages can participate in that. **Up-to-date**: look at your diary for the day tomorrow and see what you and your children need to wear and pack the night before. **Laundry** - fold and put away. **Lunches** prepared and load the dishwasher while you're at it. So there's four simple things to do which takes care of the next day, so you can start the day with a smile. Just a note on items 50 and 51: having an evening and morning routine frees you up to focus on other things during the day.

Next Steps

Have fun with getting organised!

If you've enjoyed freeing up your time with these 52 tips, then you'll be excited to know that this is about 0.01% of what we've got in store for you. Can you imagine what it would be like to have your home, office and life all organised so that you fast track your dream life? We're looking forward to helping you along with the many thousands of people in our membership community all around the world. Hiring someone to come into your home or office to get you organised would cost you thousands of dollars. Now you can get all the help, knowledge and support you need to set up systems for success in your life, business and home in our Milking It Program for **less than half the cost of your monthly gym membership!**

Thank you for downloading our free report.

Come and learn more about what we can do for you at

www.shesorganised.com