

## The 7 top time-saving tips from Organising Queen readers

1. Write bill due dates & amounts in your diary when you receive them.
2. "Do it now." Then you won't have to waste energy thinking about it later.
3. Do things little by little instead of waiting until you have so much mess that it takes an entire day to sort through it all!
4. Make the children's & hubby's lunches the night before. Saves so much stress! Also, get the children dressed before they have breakfast. This ensures less delay with getting everyone out the door to preschool.
5. Time how long it takes you to do daily things like email, dishes, and going through the mail and then schedule in these routine items daily. Otherwise these pile up.
6. Multi-task and plan out your errand day so you don't do a lot of backtracking! This saves gas, too!
7. Plan daily, weekly and monthly. If you don't have a plan, it's all just floating around your head.