

# Come To Order<sup>®</sup>

...simplifying lives one space at a time

Kathy Jenkins, Certified Professional Organizer<sup>®</sup> and Certified Family Manager<sup>®</sup> Coach  
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## **Got 10 minutes? Get something done!**

By Kathy Jenkins, CPO<sup>®</sup>, CFMC<sup>®</sup>

Are you constantly bothered by the fact that nothing seems to get done? With your busy schedule you don't have large chunks of time to devote to a major overhaul of a room or closet. Or maybe you have a lot of little things that need to get done that are now pile so high you all but given up on ever getting them done.

Big blocks of time may be few and far between, but I bet you can find at least 10 minutes every day to get something done. Making progress, no matter how small it may seem, has been proven to relieve stress and create motivation to get even more done.

And who says you have to do it all yourself. Create a list and mark those things where you can ask someone else in the family to help. For those things where it always seems like it needs to be done, make it part of the weekly family chores.

In ten minutes or less, you or a family member can:

- Prioritize your "To Do" list.
- Plan the route you will take when running your errands.
- Sort through the mail: act, file, delegate or toss.
- Pay a few bills, or better yet, set up an automatic monthly bill pay.
- Sort through a junk drawer.
- Clean out a medicine cabinet.
- Clean out and organize under the kitchen sink.
- Throw away old food from your fridge or freezer.
- Sort through and organize a dresser drawer – part with things you haven't worn in 6 months or more.
- Clean out the magazine rack – recycling or tossing anything older than 2 months.
- Sort through the clutter on one surface area in the kitchen counter or family room table.
- Check the batteries in your smoke detector.
- Throw in a load of washer or dryer or fold a load of laundry.
- Sew on a button.
- Empty trash cans.
- Sweep or vacuum a room.
- Water plants.
- Call to make an appointment.
- Answer an e-mail or two or catch up on Face Book (be sure to set a loud timer so you don't get sucked into the FaceBook black hole only to return after a few hours).
- Purge your e-mail in-box.
- Organize (some of) your digital pictures by month/year.

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- Update your address book/electronic contacts with address changes you received during the holidays.
- Put DVDs or CDs back in their cases.
- Send a note to someone you have been thinking about lately (you can do this very quickly using SendOutCards).

## About the Author

As a Certified Professional Organizer and Certified Family Manager coach, Kathy Jenkins can help you run a more organized, efficient, and happy household and raise happy, healthy, responsible, and well-mannered children! Visit <http://www.cometoorderva.com> to learn more about her professional organizing services and one-on-one family manager coaching sessions. You can also follow her tips, advice, and recommendations by liking Come To Order on Facebook at <http://www.facebook.com/cometoorder>

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