



5 WAYS TO GET 1+ HOUR **EVERY WEEK**

GET 1+ HOURS BACK EVERY WEEK!

Who wouldn't love one more hour each week, right?!

We can get you even more time back once you master these tips, but let's not get ahead of ourselves.

Start with these 5 actions and you will get at least 1 hour back every week.

Simply do these 5 things: find a home for your keys, wallet, bag, cellphone, and snail-mail.

And if you're thinking, that's too easy or not sexy enough, DO NOT underestimate the time you are about to save from these simple tasks.

Here's what you need to know: The average person will waste ONE YEAR of their life looking for lost or misplaced items.

So completing this activity is the perfect way to guarantee you WON'T be average.

Of course, no one will spend an entire year looking for a lost wallet or key or phone—this is what I call nickel and diming yourself out of a year of your life.

But you will waste 5 minutes here and 10 minutes there.

And then you'll tell yourself one of your biggest 200 lies of that day—that you'll make up the lost time later.

Here's the sad fact. You can't make up lost time. Once it's gone, it's gone forever.

Remember, you can bank money but you can't bank time.

Over the course of a week, you will likely spend 12-15 minutes looking for each of these things:

YOUR KEYS
YOUR WALLET
YOUR PURSE OR OTHER BAG
YOUR MOBILE PHONE

And you will spend another 12 minutes when it comes to paying bills and dealing with the mail.

So, if you're ready to recapture an hour or more a week, let's get started.

START HERE

1) FIND A HOME FOR YOUR KEYS

I suggest the home be near the entrance/exit to your home.

A hook near the front door is an easy solution as long as you can't see them hanging from outside your home—that's an invitation to a thief!

Mine live in an antique rice bowl which sits on a small table just inside my apt. This is it:



NET TIME SAVINGS = 12-15 MINUTES A WEEK

2) FIND A HOME FOR YOUR WALLET

My wallet lives with my keys in the same rice bowl. When I come home, the first thing I do is empty my pockets into the rice bowl.

If you carry your wallet and keys in your pockets, you can also do this.



If you carry a purse or other bag with these items, then you should establish a specific pocket or location INSIDE the bag. Do not just drop them into the bottom of the main section.

If you swap bags throughout the week, identify this location in each bag.



NET TIME SAVINGS = 12-15 MINUTES A WEEK

3) FIND A HOME FOR YOUR BAG

The home for your bag is not just where you drop it when you walk in the door.

You need to establish a specific home for your bag.

If you carry your bag around your home throughout the day, then you need to establish a very specific place in EACH room that will be where your bag lives.

This also applies to your mobile phone, which we'll address next.

There is an old Chinese proverb that says it's bad luck to put your bag on the floor, particularly if you have money in your bag: *"A Purse on the Floor is Money Out the Door."*

So I suggest you either find a home on a surface large enough for your bag or get a hook and hang your bag from that.

Scoff at the proverb at your own financial peril!



NET TIME SAVINGS = 12-15 MINUTES A WEEK

4) FIND A HOME FOR YOUR MOBILE PHONE

These days, your mobile phone may be your ONLY phone.

Many people have given up a traditional landline and don't even use a VoIP phone—which often comes bundled with a cable or satellite TV subscription.

If your cellphone is your only phone, it's even more important that you know where it is at all times. Especially if you often keep your ringer off.

As with every other item above, just randomly dropping it on a surface in the room you're in is NOT its home.

Get a dish or tray or other container for every room in your home and office where you spend time and make that the home for your phone when you're in that space.

While this may take a few days to feel natural, AFTER a few weeks, it will feel odd if you DON'T put your phone in its home as soon as you enter a room.

You can use a decorative tray or dish or even a wireless charging station as the home. I use them in both my office and my kitchen as the homes in those rooms.



NET TIME SAVINGS = 12-15 MINUTES A WEEK

5) FIND A HOME FOR YOUR MAIL

As with everything else, just dropping the mail on the kitchen counter or dining room table is NOT the home for the mail.

Hopefully, you're seeing the pattern here and that is, the more specific you are in assigning homes, the more likely you are to find what you're looking for when you need it.

It's so easy to just move through your space(s) without really paying attention to what you're doing with your stuff ... and that's where the problem starts.

A little bit of mindfulness and awareness will pay huge dividends.

Now, there are two strong choices for the mail's home: either near the door so it's easy to drop it in when you come in the house OR near where you are going to open and process the mail.

Both have their pros and cons—it's really personal preference.

I suggest you have a small bin to capture recycling and even possibly shredding nearby so you can process through the mail as soon as you bring it in.

No point in waiting—just toss all the junk mail right into the recycling bin AND rip up or tear anything that needs to be shredded before tossing it in that basket.



NET TIME SAVINGS = 12-15 MINUTES A WEEK

THE BOTTOM LINE

For each of these actions, you may not find the perfect home on your first try.

That doesn't mean that this doesn't work, it just means that you need to find a different home that is a better fit.

It should make sense to YOU and anyone you share the space with.

If you DO live with other people and you share things, it's important to get buy-in from them before you assign homes to stuff that they use, too. That's a sure fire way to get resistance and undermine your own success.

No one likes being told, "This is the new way we're doing things—pay attention!"

And if you tend to avoid confrontation, not saying anything and just moving other people's things is potentially even worse.

While the statistics vary, it's safe to say that within a few days this will start to feel like the new normal for you.

And after a few weeks, you'll really catch yourself if you just set something down NOT in its home and keep walking.

That's when you know this is working—when it feels "wrong" to not put something back in its home.

After you've gotten used to these items in their new homes, you can start to scan the horizon for other frequently used items and find homes for them.

Taking these simple steps will save you at least 1 hour or more each week.

And they also show you how simple getting AND staying organized can be.

Many times people think that being organized requires special genes or a specific personality type or incredible discipline and focus. None of those are true.

The best mindset you can bring to getting and staying organized is an open mind, some willingness to not know the outcome before you start the process, AND consistency.

Even cynicism can be licked with some consistency.

As I said, if you practice the above for 7 days in a row, you'll see a change.

If you will do these 5 things for 30 days, you will change your life forever. Just like that.

I'd love to hear from you so after you've tried this for a week, [shoot me an email](#) and let me know how things are going.

WHAT'S NEXT?

Now that you've saved an hour every week, how would you like to get 1+ hour every day?

Then check out [Unstuff Your Life System](#)[®]—a simple yet powerful 10-week program that addresses both your mindset AND every clutter hotspot you can imagine.

Because here's what we know—until you change how you THINK, FEEL, and INTERACT with stuff, *nothing will keep you organized for good.*



Not ready yet to take the plunge? That's ok.

Register for our fun + fast-paced productivity class, [Calling BS on Busy](#)[®], and in 90 minutes, you'll get simple, practical tools to instantly get back 1+ hour every day for the rest of your life.

