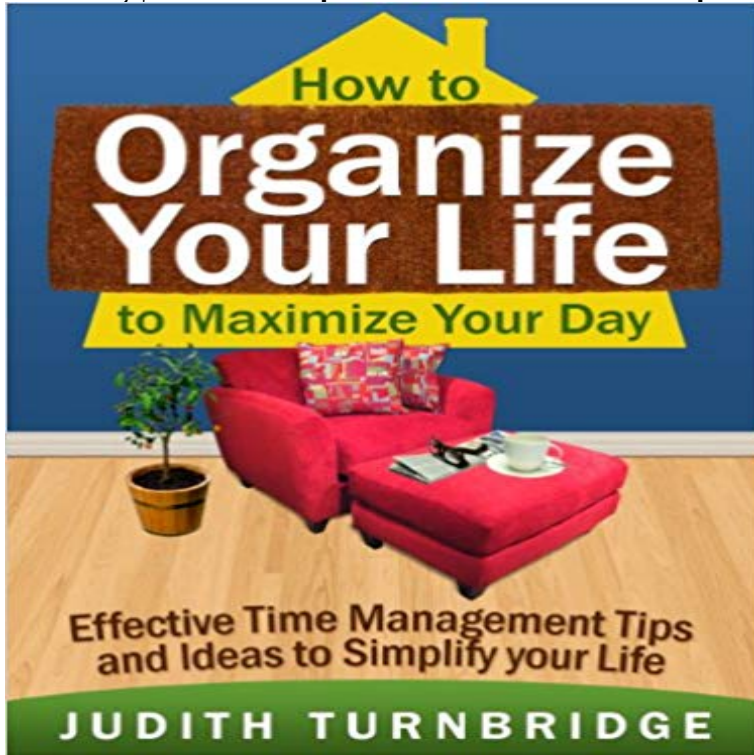


# How to Organize Your Life to Maximize Your Day: Effective Time Management Tips and Ideas to Simplify Your Life



Do find yourself floundering in an ocean of to-do lists and unfinished business? Would you like a stress-free approach to life's challenges and conflicting priorities? How to Organize Your Life to Maximize Your Day is an easy-to-read guide which will tell you exactly how using some amazingly effective time management tips. Written by best-selling Amazon Author Judith Turnbridge, this book will help you organize and simplify your day, from a relaxing wake up even when you have to go to work to a peaceful mind and body bedtime. In between it will cover both home and work life, with a detailed breakdown of timesaving ideas for where and how items in your home and workspace should go. You'll be able to stay one step ahead by maintaining maximum efficiency! Unlike other organizational books, How to Organize Your Life to Maximize Your Day has been written specifically for those who are not naturally organized! Could that be you? Some of the topics covered include: How to Follow a Bedtime Routine Getting your clothes ready for the next day The basics for an organized closet Getting enough sleep by calculating your bedtime range Finding the best way to get off to sleep How to Organize Your Morning Routine The morning chill-out and your chill space Having breakfast the organized way How to pre-plan your breakfasts How to Organize Your Working Life Preparing for your journey to the office How to use your commute to keep ahead of the game How to organize your workspace How to organize your home for work Tips for working in an organized manner Creating a daily schedule Creating a to-do-list Organizing your email Coping with distractions Setting your reminders Avoiding the afternoon slump How to Organize Your Home Life How to prepare your dinner the organized way The importance of having an organized mealtime The organized grocery

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lunchtimeRoom clearing tipsHow to  
organize your kitchen cabinetsHow to  
organize your bathroomLearning effective  
time management techniques has never  
been easier with this great book, and who  
knows, it might even be fun too. So what  
are you waiting for? Now is the time to  
begin regaining control of your life and  
staying on top. Its that simple!

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