Top 5 Habits of Organized People

Ever wondered how some people stay a lot more organized than others? Well, the secret is habit!

Those who appear to have it all together tend to follow the same habits day after day. They aren’t born super-organized, it’s a skill that can be learned by absolutely anyone. So, what are these habits you should be doing to make your life more organized?

Below, you’ll discover the top 5 habits of organized people you can adopt today.

1. Write everything down

In order to be organized, you either need to have an extremely good memory, or you need to start writing things down!

You’ll notice one of the main traits of an organized person, is that they appear to remember everything. They never miss sending out greeting cards on time, they’re always early and they know exactly what needs to be done and when it needs to be done. So, do these people just have a better memory than you? No! They simply make sure they write everything down.

So, start making lists for your shopping and always mark down important times and dates. It’s also better to write them down physically, rather than saving them as a note on your smartphone or tablet. While it may be more convenient to digitally make a note of things, it’s actually not as effective as having physical notes.

2. They have a set routine

Another habit organized people have is a set routine. If you’re a parent, you’ll know just how important routine is when it comes to setting good habits for your kids. It’s exactly the same with adults too.

Just because we’re older, it doesn’t mean we don’t need a regular routine to keep ourselves happy and healthy. Organized people know this, and they use it to their advantage. They have a routine for everything, not just for bedtime or exercise. For example, they’ll also set aside 10 minutes each day to carry out specific chores or tasks.

So, if you’re looking to become more organized, getting into a routine is going to prove crucial to your success.

3. They create schedules and goals

Those who are organized don’t waste any time at all. They schedule their time and set goals to work towards. What’s more, they don’t stop until they achieve them.

When you have a schedule, you know exactly what you need to do and when it needs to be done by. This reduces the risk you’ll miss anything important. It’s important to remember that when you are making goals, you’ll need to make them as short as possible to ensure they’re achievable.

For example, you want to become more organized, so that’s your main goal. However, there’s a lot of smaller goals you need to reach before you can achieve the overall goal. So, start by writing your main goals, then work on splitting them down so you have a clear idea of the smaller tasks you need to work on in order to achieve them.

4. They don’t put anything off

Do you tend to put things off for as long as possible? Organized people don’t! To an organized person, their motto is “Why put off something until tomorrow when it can be done today”. This simple rule can help you to become so much more organized.

If you want your life to be much less stressful, getting things done as quickly as possible is sure to help. So, stop procrastinating and start getting things done.

5. They know when to seek help

Finally, out of the many habits organized people have, knowing when to ask for help is a crucial one.

These days, it’s common to feel like you need to do everything by yourself. Social media has played a large role in making people feel like they need to be super human. You should be able to easily juggle your work, family, financial and social life without any help from anyone else. It’s a myth! Organized people know when to ask for help in order to maximize their time.

These are just 5 habits organized people have. While there’s many more, if you focus on developing the habits above, it’s going to help you become a lot more organized.