**Facebook:**

1) Trying to become more organized? Writing things down is a simple but effective tactic to make your life much more organized. You’ll never miss an important date, run out of anything or forget to do something if you just write it down.

2) Developing a set routine is crucial to a more organized life. We’re often strict with our kids’ schedules, but when it comes to our own, most of us prefer to go with the flow. Unfortunately, this is a fast-track way to inorganization. So, if you don’t have one, create a routine now and stick to it.

3) Organized people have quite a few habits they follow every day. One of which is to create a schedule and goals for the day. Writing down what needs to be done and then actually doing it, helps you to become much more organized in life.

4) Want to be more organized? Stop putting things off! All organized people avoid procrastination. If something needs to be done, they get it done.

5) The most organized people know exactly when to ask for help. Being organized doesn’t mean doing everything yourself. It means knowing when to delegate and ask for assistance when it’s needed.

**Twitter:**

1) Writing things down can help you to become much more organized LINK

2) Want an organized life? Get yourself into a set daily routine LINK

3) Writing down daily goals can help you to keep on top of your life LINK

4) Become more organized by stopping putting things off. Do them now! LINK

5) Knowing when to ask for help is key to an organized life LINK