The QUICK-FIX HOME ORGANIZER

Making Your Home
BEAUTIFUL
and Your Life
CLUTTER FREE

EMILIE BARNES
Author of *Emilie's Creative Home Organizer*

The QUICK-FIX HOME ORGANIZER

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HARVEST HOUSE PUBLISHERS

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To three different parties who have inspired this book's content—

First, Evelyn Gibson of Ambassador Advertising Agency in Irvine, California. For eight years and 1,950 scripts she has taken material from my books and written one-minute slots to be recorded and broadcast as Keep It Simple with Emilie.

Second, the more than 250 radio stations that have aired these helpful hints into homes to encourage and give hope to listeners.

Third, Harvest House Publishers in Eugene, Oregon, for publishing more than 60 of my books. Their faith in me has been so appreciated over the last 25 years.

—Emilie

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SHORT AND SWEET

My first series of books was the "15-Minute" series, the second was the "5-Minute" series…and now we have *The Quick-Fix Home Organizer.* Yes, we live at a hectic pace, one that says, "Make it short and sweet."

For the last eight years I have had the privilege to air one-minute organization hints over 220 Christian radio stations across America. These helpful hints form the basis of the book you now hold.

The book of James tells us to not only be hearers of God's Word, but also to be doers. Even though the thoughts in this book are not God-breathed, my desire is that you would put into action what you read. The reading is not what causes growth—rather, it is the action that causes change. Be a reader *and* a doer…

—Emilie

ORGANIZING

Have a time and place for everything, and do everything in its time and place, and you will not only accomplish more, but have far more leisure than those who are always hurrying, as if vainly attempting to overtake time that had been lost.

—Tryon Edwards

When we create a home full of warmth, love, and respect, it is a place where real life happens beautifully. Where people are nurtured and growth is taking place. Where you feel free to be yourself. None of this happens all at once! It's a process. As you open your heart and attitudes to God, He'll show you little ways to organize the chaos.

Everything I didn't do yesterday, added to everything I haven't done today, plus everything I won't do tomorrow—it completely exhausts me. In teaching from my own experiences, I've found that

women have been encouraged and surprisingly helped. If we can incorporate simple ideas and methods, we'll have more hours for family and ourselves. Personal goals and schedules vary, but our days are numbered the same. When we analyze our use of time, especially our homemaking hours, we can determine our goals, develop our own time plan, use step savers, and try new ways.

Let's journey together to see how to put the home together in an orderly and lovely fashion. You'll discover you have more time to do the things you really want to do. Be committed. Act now and—do it!

Catch the Vision

GET *a* PLAN

None of us plans to be a failure—but you've gotta have a plan if you're going to be a success. A plan helps us organize our desire to be organized, so it's a great way to start. If it takes 21 consecutive days of doing a new task before it becomes a habit—don't give up on Day 15. Are you a morning person or a night person? Schedule top-priority projects during your peak hours and routine work during your low time. The same is true for your spiritual life. If you're a morning person, then grab a cup of tea or coffee and your Bible, and before anyone is up, read His Word and spend some time in prayer. Know what your goals and purposes are. Then be ready to accomplish them!

THINK FIRST

"I've got so many things to do today, I don't know where to begin!" That's a statement we've all made at one time or another—and especially if you've never learned to set daily priorities. I have a secret

tool for you to use as you set those priorities. When you're asked to do something, before you add it to your list, ask yourself two basic questions: Do I *want* to take advantage of this opportunity? And *will* I take part in this particular activity? That gives you a yes, no, and a maybe for consideration! Just remember, every request that comes your way doesn't have to be answered with a yes. It's okay to say no. Don't let others control *your* schedule. My motto is, "Say no to the good things and save your yeses for the best!"

A DAY *for* CHANGE

If you're living in a rut, maybe today's the day to make some changes! Treat each day as a treasure. Set your mind to accomplishing something new each day. A new way to conduct your meeting. A different Tuesday-night menu. Even a new hairdo! Don't be crippled by "I'm gonna," or "I wish," or "I hope." Make something happen. The woman in Proverbs 31:15 got up before dawn to prepare breakfast for her household. She planned the unfolding of the household responsibilities. In other words, she was a woman of action. What's the best use of your time and energy right now? Plan your action and get into motion!

HAVE FUN

The problem with trying to be perfect is that nothing gets done. Certainly nothing gets done that will satisfy. Here are a few tips to help you get going. Set manageable goals. Start with small ones so that you feel a sense of accomplishment, then block out time during each day to complete a task. Do it now. Remember, it's more important to just get it done than to do it perfectly later. Now gets results, and you'll feel great for accomplishing something. And don't forget to reward yourself along the way. A special dinner, lunch at

your favorite tearoom, flowers for yourself. You know what does the trick! Give yourself some time off. Even perfectionists deserve a little fun!

SIMPLIFY

We all have 24 hours in a day! The trick is to use those hours effectively. Determine how much time you're going to give each activity. Matthew 6:33 says, "Seek first His kingdom and His righteousness, and all these things will be added to you." Fix this verse in your mind. Then you can very quickly decide whether an opportunity will help you seek God's kingdom and His righteousness. Major on the big things of life. Don't get bogged down by minor issues or situations. Make it a simple formula for your life!

DEFINE SUCCESS

There are two common reasons why you aren't successful! The two barriers to success are: (1) making a habit of past failures and mistakes, and (2) fearing failure. And because of these two negatives, you may never reach the potential God has for you. Do some homework today. What's your definition of success? What has caused your mistakes in the past? Write out a goal for each of the areas of your life: spiritual, professional, financial, family, home, leisure, and even health. Success isn't fame or wealth or power. It's seeking and knowing and loving and obeying—God! Look to God for the guidance you need in your life.

CLEAR *the* WAY

Life will be a lot easier if you adopt one simple rule. If you bring something in—something else has to go. How many shoes do you