MANIFESTO FOR OUTER ORDER

1. Outer order contributes to inner calm.
2. Nothing is more exhausting than the task that is never started.
3. Something that can be done at any time is often done at no time.
4. It’s easier to keep up than to catch up.
5. When in doubt, toss it out—or recycle it, or give it away.
6. Remind yourself: I have plenty of room for the things that are important to me.
7. If you can’t retrieve it, you won’t use it.
8. One of the worst uses of time is to do something well that need not be done at all.
9. Accept yourself, and expect more from yourself.
10. What you do every day matters more than what you do once in a while.
11. Creating outer order isn’t a matter of having less, or having more; it’s a matter of wanting what you have.
12. Things often get messier before they get tidier.
13. There’s no one “right” way to create and maintain order.
14. Little by little, you can get a lot accomplished.
15. Without delay is the easiest way.
17. Store things at the store.
18. The days are long, but the years are short.

Follow Gretchen on  @gretchenrubin | /gretchenrubin
@gretchenrubin | in/gretchenrubin

Sign up for Gretchen’s newsletter at GretchenRubin.com/#newsletter
Listen to her podcast Happier with Gretchen Rubin