

# 7 WAYS TO BE A MORE PUT-TOGETHER PERSON

and make life more seamless and less chaotic

[www.FiguringOutNow.com](http://www.FiguringOutNow.com)

## PLAN

Have a plan for your week and each day. Check your tasks at the beginning of the day so that you can plan your day to be the most productive as possible.

## ROUTINES

Create a routine for the things you do often. Creating routines streamlines daily processes. It cuts down on wasted time and allows for more productivity in your unused time.

## SIGNATURE STYLE

Find a signature style. You will save money not buying things you won't end up wearing. You will also save time getting dressed everyday because you have an idea of what you're going for already. People will also begin to recognize it as your style.

## KEEP IN CONTACT

Don't let emails or messages linger, respond ASAP. When you make connections reach out to people every so often. It shows a genuine interest and makes people want to work with you, which is key when networking.

## NAILS & ACCESORIES

I find that if I keep my nails painted, a coordinating purse or simple jewelry that goes with everything, my outfits feel more put together. So find your reliable accessories and work them!

## NEAT HOME

Keeping your space neat and organized automatically makes it easier to put more effort into your day because you have a less cluttered mind and less to worry about.

## BELIEVE IT

Don't think of yourself as a hot mess. Fake it. If you don't have it all together, pretend like you do. It will become habit and eventually the truth.