

GETTING ORGANIZED

If disorganization is congesting your life, and you're feeling scattered and frustrated as a result, it's time to get organized.

To achieve organization on the outside, you will need to take steps to become organized on the inside, by clarifying your priorities, objectives, and how you want our belongings and your lifestyle arranged.



Try to keep things where they belong. *A place for everything and everything in it's place.* This is the best way to always find things quickly. This works best with the things we use most often. If there are not enough "places", maybe there are too many "things"!

Know what you need/want to do, when you are going to do it, and avoid the stressful situation of not knowing what needs to be done.

This usually means committing to activities and writing them down on a list, a calendar or entering them into whatever electronic device works for you.

Organization takes time, but when you get into the habit of it, life becomes so much easier.

"It takes as much energy to wish as it does to plan."
-Eleanor Roosevelt



"I see something that has to be done and I organize it."
-Elinor Guggenheimer



Write It Down!

A short pencil is better than a long memory. Anything and everything you need to remember should be written down (or entered)!

Give yourself a place to keep such a list that is always stocked with paper and pen/pencil, preferably somewhere where it will not get moved, buried or thrown out!

The best part will be crossing off completed items on the list!

"Organize your life around your dreams - and watch them come true." -Author Unknown

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" Successful organizing is based on the recognition that people get organized because they, too, have a vision." -Paula

Ideas for Organizing Life

- Clean out those closets
- Donate unused items
- Donate unworn clothing
- Shred unnecessary/old paperwork
- Box and label sentimental items to be saved
- Transfer and label digital photos/videos
- Clean and store seasonal items
- Double a recipe so half can be frozen for later