

## ORGANIZING AtoZ TIPS

**A: ACTION** - Don't put it off until later. If you want get it done, take action now!

**B:** Anything you have to do is easier, if you **Break it down** into manageable parts. Pace yourself, work in chunks of 15 minutes. Set a time, & don't stop until the bell chimes. If your on a roll & you have more time available, keep working.

**C: CLEAR THE CLUTTER** - Start by rough sorting: Save, give away, or pitch. From the saved items, assess what you need and sort again into zones or categories according to your current lifestyle.

**D: DON'T** buy any new storage units until you know how much stuff you have and you know where you're going to put it.

**E: EMERGENCY PREPAREDNESS!** Are you prepared for an emergency? Can you easily and promptly find the documents you need in case there was an emergency? Ask me about the "Emergency Preparedness Kit".

**F:** Organizing is **FUN** to do and the payoff is more **FREE-TIME**, space and creativity. Commit yourself to acquiring less. When you get something new, get rid of an equal amount of the old (e.g., pens, shoes, books). The less we have to manage, the more **FREEDOM** we have.

**G: GIVE** the things you no longer use or love to a favorite charity organization, a family member or a friend. There are many people who will be thrilled to receive your gifts. Clutter steals energy away from you and is emotionally draining. Being organized ultimately means less stress.

**H: HABIT** - Like any desired life change, getting organized is a change of habit. Start small and remember your goals. Identify three most important things in your life. If your not spending the bulk of your time on those things, you are not pursuing your goals.

**I: INVEST** - Instead of buying things you don't need or giving a gift just give, consider investing the money in an account. This can be used for college, purchasing their first car or something else that's more valuable in life.

**J.** Use your best **JUDGEMENT** to prioritize your life. Be sure you're spending the majority of your time on the important stuff you identified earlier. In order to effectively organize something, be sure you're using the organizing systems that will work best for you.

**K: KEEP IT SIMPLE** - Ask yourself "Will this help me simplify my life?" Trust your answer.

**L:** Make **LISTS** for things you have to do now, and in the future. Master Lists and To Do Lists will help you get things done. Packing lists will ensure you never forget something again when you travel. Shopping lists will ensure you get everything you need at the mall. Telephone lists will remind you of everyone you have to call this week.

**M:** A huge part of getting organized is **MOTIVATION**. Once you're motivated, there's no limit as to what you can accomplish. Get motivated by designating pending rewards for your accomplishments, involving family members or friends in your goals, and by making getting organized a goal!

**N: NOTES TO YOURSELF** - Beware of a million little pieces of paper. Consolidate! Use one spiral notebook, usefully located in your workspace.

**O: OPPOSITE** of motivation is procrastination, after you read this list, file it in your "Organizing Tips file folder" and then spend 15 minutes clearing your desk (or kitchen counters, or closet, start where you want!) It doesn't matter where you start, it matters that you start!

**P: PERFECTION** is not the aim. The aim is to be organized so you can do what you want to do when you want to do it.

**Q: QUALITY, NOT QUANTITY** - It is much better to have a few treasures that you love and enjoy, rather than having lots of things you don't particularly care for. Always think quality, over quantity, and you'll simplify your life. Of course, this doesn't apply to money!

**R:** Think "**Retrieval**" when creating organizing systems. Ask yourself "Where would I look for my tools?"

**S:** Consider **SIMPLIFYING** your collections so you will spend less time dusting, moving, or playing with your knick-knacks and more time enjoying life. Clutter creates 40% more housework. **SELL IT** - Why not make some money by selling some of those possessions you no longer want? Try a rummage sale, consignment shop or an online auction company.

**T:** To make good use of your **TIME**, you've got to know what's most important to you and then give it your all!

**U: UNUSED SPACE** - Don't forget about the space in your home or office that is often forgotten about, such as wall space for shelves or hooks for hanging, or space under the stairs. Life Simplification does not equal hiding your stuff off-site. If you haven't been to your rented storage space in 3 months, decide whether to save or pitch your stuff. Call Organizing AtoZ and prepare to cancel your lease saving you money on storage facility fees.

**V: VISUALIZE** - Picture how wonderful your life is going to be when you're organized. Then strive to put yourself in that picture every day. Imagine how easily you will be able to find things, and how calm and confident you will feel. Now, tell yourself "I can do this." Repeat as needed.

**W: WRITE IT DOWN** - Don't try to keep everything you have to remember in your head. Simply write it down in your spiral notebook and refer to it when needed.

**X: MARKS THE SPOT** - Place an X next to each item you accomplish on your To Do List. At the end of the day, add up your x's and celebrate for getting so much done!

**Y:** Don't forget to make time for **YOU**. Remember, an appointment with yourself--time for you with no interruptions--should be one of the most important appointments in your day. Visualize yourself as calm, decisive, graceful, spontaneous, and forward-looking.

**Z: ZONES** - Find a home for everything you own, and keep it in its place. When you need something in the future, you'll know its location. Only make room for the things that you really enjoy, or that make your life easier.

