Getting Organized
Objectives

• Are you organized?
• Planning it!
• Getting the resources
• Doing it!
• Getting organized at home
• Getting organized in the workplace
Statistics

• Cleaning professionals say that getting rid of excess clutter would eliminate 40% of the housework in an average home
  - National Soap and Detergent Association

• 1 in 11 American households rents a self-storage space, spending over $1,000 a year in rent and contributing to a multi-billion dollar industry

• 80% of the clutter in most homes is a result of disorganization, not lack of space

• For every hour of planning, 3 to 4 hours are saved from redundancy, waiting for information, not being prepared and poorly managed tasks
Are you organized?

- Do you find yourself looking for things?
- If you look around your space do you see clutter? Stacks/piles?
- Can you find your important papers easily?
- How does this effect your co-workers? Family members?
- Are you paying for storage space outside of your home?
Are you disorganized?

- Do your junk drawers have junk drawers?
- When you ask your phone’s personal assistant what your day looks like it responds, “You don’t want to know.”
- Do you regularly check your Facebook page to see what you’ve been up to?
- Has your personal philosophy become, “If I can’t find it, I probably don’t need it”?
- You see people who are organized as suffering from a diagnosable mental disorder
Reasons for being disorganized

- Life situations
- Our habits
- Family history.. how we were raised
- Social behavior
- Chronic issues
- Inability to make decisions about “stuff”
- Accepted disorganization
Procrastinators Anonymous

• What are you waiting for?
• Too much, or not enough, time?
• Tomorrow never comes and when it does it’s today.
• Wait-Lifting
Organizational Skills: Separating Fact from Fiction

• Myth: You have to be neat in order to be organized
• Fact: Being organized is not about appearance, it’s about function

• Myth: You have to be born with the ability to be organized
• Fact: Being organized is a skill and like all skills it can be learned

• Myth: Throwing things away is the only way to get organized
• Fact: You don’t have to get rid of anything, you just have to find a place for it
Why get organized?

- What's the carrot??
- Why do you want to get organized?
- How will your life be improved?

Organizing may take more time than you think but its time well spent!
Background Stress

• It’s the little things that count
• Control the control freak
• The thorns in your side
• I can’t stress this enough
What being organized does for you..

• Reduces stress
• Makes a good impression
• Can be a safety issue
• Can ease relationships with others
• Increases productivity
• Saves money!
Planning

• Go room by room and evaluate
• Make lists
• Visualize what you want your space to look like
• Divide and conquer, start by sorting like things together- don’t over think it – assess what you have
• Decide what to keep, sell, donate or throw away
What do you need?

Think about resources that will help you to be more organized

• A-Z File
• Bins/baskets
• Drawer space
• Labels
• Garbage can - throw stuff out!
• Time (set up a regular time to do your organizing projects weekly – a little at a time)
Getting organized at home - best practices

• You don’t need two of anything
• Have an empty cabinet/drawer as a backup
• Save one object, donate one object
• Find a good place for everything, and put everything away in its place
• Simplify, simplify, simplify!
• Break your organizing into small projects don’t try to tackle your whole space in one day – set goals
Getting Organized at Work

• Your work surface
  • Only keep what you are working on at that moment
  • Use technology, calendars, to do lists on Outlook or other programs.
• Create an A-Z file and use it
• Think before you print!
• Only handle it once (OHIO)
Storage Pros and Cons

Pros

- There are times when you may need to store some items
- It can free up space so you can better use your living/work space
- Create a space for items so everyone in the family or office can find things (supplies, tools)

Cons

- Storage can be the delay of decision making on what to do with “stuff”
- Out of sight out of mind can lead to storing unneeded items
- Off site storage can be expensive
- It leaves a problem for loved ones when left as part of an estate
It’s About Time

Follow the 5 Ds to make the most of the time you have:

• Delete the task: Create a Not to Do list for things you have decided can’t be done.
• Delay the task: Decide what is still important but can be done later.
• Diminish the task: Reduce the task to its most basic components.
• Delegate the task: Ask for help.
• Stay Determined to stay on task: Be aware of distractions and bad work habits
When it becomes a problem...

- Some clutter is healthy... to a certain point
- When you think it may become unhealthy, and you feel you cannot throw things out you may want to contact your EAP or a counselor for help
- Take a class on organization
- Find a support group
Clearing the Space in Your Head

• “When I have time, I’ll get to it.”
• “If it can’t be perfect, why do it?”
• “I know I’ve not used it in years, but someday I will.”
• “This 36-Step plan to get organized looks good.”
• “Those new storage containers will make it so much easier to put things away.”
The 5 Stages of Loss

- **Denial** - It’s not so bad. There is a method to my madness. I have a system
- **Bargaining** - Ok, just let me catch up on this and I will never, ever get behind again
- **Anger** - @^#*^(@^(@(&))!!!
- **Depression** - What’s the point, as soon as you get caught up there will always be more
- **Acceptance** - Ok, I got this
In Summary...

• Organizational skills are not inborn – we can use inborn traits to develop and enhance these skills
• Investing time in getting organized is worth it – in return you save time and reduce stress
• Someone else’s organizational system may not work for you – your more likely to stay organized if you make it your own
• Good organization is an ongoing process – the activity is the goal
Resources/Apps

- https://www.easilydo.com/
- http://www.napo.net/

- Phone Applications
- Key Ring
- ZipList
- Awesome Note (+Todo)
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