

Calm The Overwhelm & Escape The Clutter: Introduction

My name is Carrie Greene and I'd like to welcome you to *Calm the Overwhelm & Escape Your Clutter*. You've taken the 1st important step to getting yourself organized once and for all. Before you start let me introduce myself, and tell you a little bit about this program and how to use it.

I am a Coach and professional organizer. I have been privileged to work with some incredibly unique, talented, creative, and brilliant people. What brings these people to me is not how wonderful they are but a tendency to have trouble with the "everyday stuff".

My clients and I work on skills such as prioritizing, scheduling, creating routines, structure and getting organized. These are the types of things that many people assume "should" be so easy and come naturally – it "should" be simple to have a clear desk but it is not. What is incredible about most of my clients, and likely about you as well is that my clients tend to excel at what most of the world would consider the really tough stuff but yet have trouble with what the world considers the basics.

The workshop that you are about to listen to is about one of these "basics" -- getting your things organized. It is designed to be listened to over a 3-week period. During session 1 we discuss getting organized, what getting organized means and how and even more importantly where to start. Session 2 continues with this theme and moves onto creating systems that will work for you. Finally during session 3 you will learn about maintaining these systems and keeping motivated.

To help you I have provided you with a full set of notes so unless you want to write anything down during the sessions you won't have to. Many people also like to use these notes as a guide during the sessions so that they know what is coming next and what we have already covered or to help fill in any gaps. Others use it as a reminder between sessions as a way to help guide them through the project they are working on. It is up to you. There are also a series of worksheets included, one for each session. These worksheets will help you move forward with your specific organizing goals.

In order to gain the most from this workshop I recommend setting aside one hour a week to listen to each of the recordings – ideally choose a specific day and time each week. Pretend it is a live class that you must attend. What time are you going to specifically dedicate over the next 3-weeks to listening and moving forward?

I know decluttering often seems overwhelming but I know it is something you can do. Now let's get started!