

**Calm the Overwhelm & Escape The Clutter!
The Audio Class**

Week 1: Where to Begin & Getting Started

Notes & Worksheet



**Presented by:
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Coach & Professional Organizer**

About the Instructor:

Carrie Greene, Coach and Professional Organizer, works with her clients on goal setting, time management, prioritizing, getting organized, breaking up large projects into small manageable steps, procrastination, motivation and self care.

Some of the services Carrie offers are:

- Free teleclasses
- Paid Teleclasses
- Free Articles
- In Person workshops
- Individual & Group Coaching
- Free Ecourses
- Downloadable Audio Courses
- Free Newsletters

...that help people like you carry through on the steps it takes to reach their goals.

You can reach Carrie by email at Carrie@CarrieThru.com or through her website www.CarrieThru.com.

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What Does Being Organized Mean:

- You have systems to support you so that you can find and put away your things and accomplish what you want to do when you want to do it.
- It is a personal thing – different systems work for different people.
- Getting organized is a process, it is not a destination!

Why is getting organized so important?

- You can save money
- People will have more confidence in you.
- You will have more confidence in yourself.
- You control your things and your tasks, they don't control you.
- Physical clutter often overwhelms people so they can't do the things they want to.

Why do people with ADD have so much trouble getting organized?

Organizing involves the specific skills that adults with ADD often find very difficult.

- Regulating attention/Consistency
- Categorizing/Prioritizing
- Assigning/Delegating

Where to begin?

- If I could change one thing, what would it be?
- What would I tell someone else to do first?
- Roll up a piece of paper like a telescope. Pick one spot to work on.
- Start with something visible — a counter, desktop, not a drawer.

What is the process? Create a work space & sorting your things

Deciding what to keep.

- When have I used this? / When will I use it? / Why would I use it?
- What value is it bringing to me?
- What would happen if I lost it? Could it be recreated?
- When was the last time I saw this? Have I missed it?

Create broad categories

- Does it belong with these things? Would I use it with the things I'm sorting through?
- What is the 1st thing I think of when it comes to this piece of paper?
- How would I use it?

Getting yourself moving:

- What is your strong time of day? Morning? Evening? Night?
- Play music with a good beat, listen to a chapter of a book or have the TV on.
- Set a time limit or a number of pieces of paper limit.

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Where are you going to start?

One place I would like to organize is:

Why?

Organizing this one area in my life would have an effect on:

How do you envision this space functioning once it is organized?

How do you envision this space looking once it is organized?

How will you feel when this space is organized?

How:


Strategies I will use to help me stick to my goal:

When?

What time can you commit to sort your things for 15-minutes each day for the next week?

Obstacles?

Is there anything that may stop you from meeting your commitment? Do you need to make any changes to your plan?

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