

# **Calm the Overwhelm & Escape The Clutter**

## **The Audio Class**

### **Week 3: Staying Organized -- Maintenance**

#### **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](mailto:Carrie@CarrieThru.com) or through her website [www.CarrieThru.com](http://www.CarrieThru.com).

## **Calm the Overwhelm & Escape The Clutter!**

### **Week 3: Staying Organized -- Maintenance Notes**

This is a very difficult process.

- You are making a lot of difficult decisions.
- This is not an ADD friendly task.
- You have made the decision to move forward.
- Applaud yourself for every step you take.

The sorting process is often the hardest part.

- Once you get organized it is not nearly as hard to stay organized because you'll have reliable systems to fall back on.

2 Strategies to Stay Organized – they can work independently or together:

- "Only handle it once" strategy
  - Use, put away or process immediately. Don't allow it to sit around.
  - This is a demanding system but there will never be build-up.
- You can soften this system somewhat & make it more user-friendly.
  - Build clean-up time into every project
  - Things may get a little out of hand while you work but it won't stay that way for long.
- Daily maintenance strategy
  - Set aside a regular time to organize, put things away, make decisions.
  - 15 – 30 minutes a day to go through your things.
  - You are not sorting & categorizing but putting things away or back where they belong -- a much easier job.
- Variations to daily maintenance
  - Weekly maintenance instead of daily
    - Schedule the time to do it and block out time on your calendar.
    - Make sure that the piles you create over the course of a week aren't so big that the prospect of spending time once a week becomes overwhelming & is therefore something you avoid.
- If you doing daily maintenance & decide that you're "not in the mood today"
  - Give yourself a "bye" for the day but never skip 2 sessions in a row.
  - Force yourself to put away just one or two things.

Summary:

Ask questions to help you learn what you need to do to support yourself!  
Respect yourself, the way you think, the way you learn and the way you behave.

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 Week 3: Staying Organized -- Maintenance  
 Worksheet**

What systems/tactics have you tried so far? Have they worked?

System/Tactic	What was my goal?	How did it work?

What are your next steps for the space you are currently working on?

How are you going to maintain your new level of organization?

What are you planning on organizing next?

Can you apply some of your new systems to this next area?

What block of time are you able to commit to regularly?

What can you do during this scheduled time to help you keep motivated?

What have you learned about organizing during the past 3-weeks?

What have you learned about yourself during the past 3-weeks?