

## **CarrieThru SPECIAL REPORT:**

# **80 Tips to Get YOU Organized TODAY!**

**Prepared by: Carrie Greene, ACC**  
**CarrieThru, Coaching & Organizing**

## **About the Author:**

Carrie Greene, Coach and Professional Organizer, works with her clients to break the cycle of hopelessness, calm the overwhelm and get things done. Carrie and her clients work on goal setting, time management, prioritizing, getting organized, breaking up projects into manageable steps, procrastination, motivation and self care.

Working with Carrie you will learn how to get things crossed off of your to-do list and to keep that motivation and momentum going for the long run. Work with Carrie to help you carry through on the steps it will take you to reach your goals.

Carrie offers services at a variety of price levels to meet your needs.

- Free & Paid Teleclasses
- Free Articles
- Free Ezine
- Downloadable Audio Courses
- Live, In Person Workshops
- Individual and Group Coaching

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).

## **80 Tips to Get YOU Organized TODAY!**

**Prepared by: Carrie Greene, ACC**  
**CarrieThru, Coaching & Organizing**

### **Introduction:**

Do you want to be organized because you are tired of your mess? Did you know that being organized is not about how things look but about how things function? Being organized is about getting places on time, getting the things you want to do done and being able to find and put away the things that you have. Being organized means that you have systems and structure to support what you want to do. Oh, and some good news -- when things are organized they tend to look neater so in the end the mess gets cleaned up too!

### **Getting organized is a 4-step process.**

1. **Get Motivated:** Determine why you want to be more organized and what's really in it for you and break up the "organizing task" into manageable chunks.
2. **Decide what you want:** Make decisions about what things you want to be part of your life. This includes things you already own as well as the things you are considering acquiring.

### **Introduction (continued):**

3. **Put things away:** Consider what kind of person you are and how you are going to use your things so that you can put them away and not only find them again but be able to put them away again.
4. **Maintain the momentum:** The need to organize is ongoing, decide how you are going to maintain the systems that you create.

As you get organized you will find that the systems that you create are systems that are as unique as you are and support you in a way that you need.

The following tips are organized based on the 4-steps process above. I hope they spark some ideas that help you get the support and structure you are looking for!

## Step 1: Get Motivated

- As you uncover your stuff you'll uncover yourself & what you want to do.
- You're not going to wake up one day and magically be organized; getting organized is a journey not a destination.
- Your brain is very open to suggestion. Tell yourself that you can do it and you'll be right. Tell yourself that you can't do it you will be right too.
- Organize for reasons that matter to you, not because someone told you to.
- Set realistic goals — don't try to do everything at once.
- Start small. What is one area you can focus on that adding some organization will have a big effect?
- A little bit of work regularly is more effective and more sustainable than massive efforts. Spend 5 minutes a day organizing for 1 week and you've spent 35-minutes...Spend 10 minutes a day and you will have spent 70-minutes.
- To get started commit for just 5 minutes...nothing is that bad that you can't do it for just 5 minutes. You may find that although the task may not be fun it's not as bad as you thought.
- Plan on putting away just 5 pieces of paper a day...the job won't go quickly but after a week you'll have put away 35 pieces of paper.
- Roll up a piece of paper into a tube, look through it & spot one area to start.
- Start on a surface you'll be able to see when you walk into the room like a countertop or table. Save areas like drawers, cabinets or closets for later.

## **Step 1: Get Motivated (continued)**

- Manage organization energy bursts. Work for 5, 10 or 20 minutes and stop even if you aren't done. This helps you avoid getting burnt out from working too long or too hard and makes it easier to come back to the task next time.
- Ask for help. Often, having someone to keep you company is enough to get many people moving and stay on task.
- Share your plan with others. Tell them what you are going to do. Ask them to check in with you or tell them that you'll update them on your progress.
- Take a few minutes to understand how getting organized will help you. What will you be able to do? What will you be able to accomplish? How will you feel? How will it affect your relationships? Your career? Your life?
- Create a deadline. Set a date and invite people to a party at your home.
- Consider your energy levels. When are you strongest? Morning? Afternoon? Evening? Plan on doing these tasks at your strongest time of day when you have the energy to meet the task.

## **Step 2: Decide What you Want**

- It's not about deciding what to get rid of; it's about deciding what things are enhancing your life and keeping them.
- Before buying something think about what you already have. Will this new purchase go with what you've got or will it replace something you already have. If it is to replace something don't keep the old one "just in case".
- If you haven't used something for 6-12 months you probably won't.
- If you have several of one thing chances are you don't need them all.
- If you haven't seen something in years ask yourself: Have I missed it during that time? Would I miss it if you never saw it again?
- Use large black plastic bags to put the things you've decided aren't enhancing your life. Once they go into the black bag they will disappear.
- When going through things ask yourself:
  - Why have I used this before?
  - When will I use this?
  - Why would I use this?
  - What would happen if I lost it?
  - Could I recreate or replace it?
  - What's the worst possible thing that could happen if I didn't have this?"
  - Will I really use this again?
  - Have I ever used it? (if not, you can probably safely get rid of it)
  - Have I forgotten what it does or that I even still had it?
  - Do I own another one?
  - Does it make me feel bad, ugly, stupid, or guilty?

## **Step 2: Decide What you Want (continued)**

- Why am I keeping this? Did it once serve a purpose? Did I spend money on it? Did I receive it as a gift? Does it serve me any longer? If it is no longer serving you or enhancing your life it may be time to let it go.
- Do I like this "in theory" but not in reality?
- Create rules i.e.: Discard magazines that are more than 6-months old. Discard catalogues that I haven't bought anything from in 6-months.
- Space is limited so deciding to make space for one thing means you've decided to not make room for something else.
- Don't worry about what you're missing. Focus on what you are keeping.



### Step 3: Put Things Away

- Look at what you do today. It might seem that everything about you is disorganized but there are organized pockets in your life. Think about what works. How can you incorporate those ideas into other areas?
- Designate a home for the things you carry daily that is easily accessible when you enter and leave your home. Store things like your wallet, calendar, purse, briefcase, glasses, cell phone and keys there.
- Keep it simple. Don't over think it. Make your system good enough to get what you need to do done. The goal is to simplify your life not add stress.
- Be Yourself. Don't try to fit someone else's mold. Create systems and routines that reflect your personality and your needs. Often the wacky system that you think of to organize your environment will work best for you.
- Use broad categories for filing and organizing. If you give every piece a paper or thing its own place or becomes impossible to keep track of it all.
- Label things. Many people tend not to remember "unimportant" details like which drawer they put their bank statements in or which refrigerator drawer holds the fruit. Labels help you to find things and put them away. If you're worried about the labels looking silly consider what it looks like with everything out and on the counters. Which look would you prefer?
- Color code files for quick identification (kids, credit cards, finances).
- Don't use paperclips — they don't stay on or they catch on other papers.
- Keep like things with like i.e.: keep all office supplies in one place.

### **Step 3: Put Things Away (continued)**

- Store things you use often close by. Don't store vitamins that you take everyday in the back of a cabinet. How often do you use the dictionary on your desk? Does it need to be so accessible?
- Keep things that are used together in one place i.e.: shin guards with the soccer balls, calculator near the checkbook.
- Store things where you use them i.e.: keep reference books where you will use them. Keep a deck of cards where you will most likely use them.
- Store things where you think they belong. There is no right or wrong place as long as it works for you. Trust your instincts.
- Keep things where you will use them.
- Keep things where you will look for them not where they "should" go.
- Store things that you use together in the same place.
- Designate a single place to open your mail. Keep a garbage can there.
- Designate one place to pay your bills. Keep all bill paying supplies together i.e.: pens, check book, shredder, garbage can, stamps & envelopes.

#### **Step 4: Maintain the Momentum**

- Part of doing a project is putting away. Add clean up time to your activities.
- Create a list of things NOT to do.
- Keep a list of what you have done. The feeling of accomplishment will help keep your momentum strong.
- Schedule 15 minutes at the end of each day to review what you have done, put away what you have taken out & plan for the next day.
- Commit to spending a small amount of time (15 minutes) each day getting organized and maintaining your systems. The amount of time you spend is not as important as doing it consistently.
- Know yourself...What is your strong time of day? Are you a morning person? Evening? Night? Do difficult tasks during your stronger times of day.
- Keep trash cans in all rooms in your home.
- Write down your plan and put as many reminders around as possible. Post your plan where you will see it and use it.
- Practice. It takes time to build systems and create habits. If you don't follow through one day don't worry, do your best and try again. Trying is a success.
- Don't give up. If you find that your routine isn't working it might need tweaking. Play with it; remember it only has to work for you, nobody else.
- You are NOT perfect. You don't have to have a perfect system and there are no set rules to follow. The system only needs to make sense to you.
- Be Flexible. Remember life happens. Sometimes despite your best planning things don't always work out the way you want them to. There are many ways to be organized — you just need to find the way that works for you.

## Conclusion:

Being organized allows you to gain control of your life.

When you are organized:

- **You save time** because you're not digging through piles to find your things.
- **You are comfortable** inviting friends and family into your home because you'll be proud of how it looks.
- **You Are confident** when your boss sees your desk because you'll be able to find what she needs.
- **You eliminate the frustration** of setting aside weekends to get organized only to find that when Monday rolls around nothing has changed.

## Coaching can help if you answer "Yes!" to the following questions.

- ☒ Are you ready to make a commitment to getting organized?
- ☒ Are you ready to devote time and energy to this journey? It doesn't have to be much time, 10 minutes a day is all you need.
- ☒ Would working with someone who could help you design systems that make sense for you make all of the difference?
- ☒ Is working one-on-one with a coach who is an organizing expert be valuable
- ☒ Would being accountable to someone help keep you on track?

If this sounds good to you please email me at [Carrie@CarrieThru.com](mailto:Carrie@CarrieThru.com) today to set up a time for us to talk and explore what coaching can do for you.