

Escape the Clutter – Bonus Checklist! 4 Steps to Calm the Overwhelm, Create Space and Reclaim Your Freedom!

□ Step 1: Figure out where to start.

Getting started is often the hardest part. These questions and thought starters will help you determine where it makes the most sense for YOU to start.

- What is the one thing that would have the greatest effect on you if you did it?
- Why do YOU want to get organized?
- Where would the time you spent organizing give you the most reward?
- If you were an outsider looking in on your life, where would you suggest they start?

□ Step 2: Take Control of Your Things and decide what to keep and what to let go of. Going through piles of stuff can be really disheartening. These questions will help you decide what to keep and what it might be time to let go of.

- When have I used this?
- Why would I use this?
- What would happen if I lost it?
- When was the last time I saw this or thought of it?

Grade Step 3: Take Control of Your Time and get places on time.

Being late to one appointment causes a chain reaction and seems to ruin the rest of your day. Use these questions to help you get places on time.

- Is what I am doing right now necessary or is it a "squeeze-in"?
- How long is it really going to take me to get to this appointment? Hint: Assume you'll hit a red light, there will be more traffic than usual and you'll have to park far away.
- When do I really need to leave in order to get there on time? Hint: Always add extra time.
- How long will I need after the appointment to get back and ready for my next meeting?
- Have I left myself a little unscheduled time each day to allow for the unexpected?

Grade Step 4: Take Control of Your Tasks and get things done.

To-do lists won't get you anywhere if you don't get things done. These questions will help you make sure that what you put on your list belongs there and help you do it.

- Do I know what is REALLY expected of me?
- What would be the worst thing that would happen if this task did not get done?
- Am I the best person to be doing this task; is there someone better suited or more qualified?
- What comes to mind when I think of this task? Are any of these things actionable?
- What is the first step I need to do to complete this task?

Does all of this sound good but you're still feeling overwhelmed? The CarrieThru program, *Jumpstart to Getting Organized: Take Control of Your Time, Tasks, and Things,* complete with audio recordings, notes and worksheets will help you calm the overwhelm and reach your goals. To learn more about this program, please visit, <u>www.CarrieThru.com/jumpstart</u>

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