

Let's Talk: Getting organized

Presenter – Jennifer Swayne, Clinical Counselor

Hi, My name's Jennifer. Being organized or disorganized are both habits. If you want to become more organized, you need to take the steps to change your habits. It takes work.

Get started now

Does being organized pay off? Yes, when you're organized, you tend to feel more confident and more put together. You waste less time and become more productive. So, let's talk about some specific tips. Here are some good ways to help you get organized. First thing, start today. When's the best time to start a new habit? It's now, while you're thinking about it, and you're feeling really enthused and hopeful.

Take it slow

Second tip to getting organized is to start slowly. The worst thing you can do is to jump in with both feet at a time and overwhelm yourself. That's a recipe for frustration and failure. When you decide to organize, take it slow. Perhaps you can choose one room, or for me, even a corner of one room to organize first. Set aside some time to organize, but don't do it all day. And remember, slowly but surely.

Everything has a home

The third tip is to give personal and household items permanent homes. Every time you take off your watch, let's say at the end of the day, put it in the same place. Same with your phone, scissors, mail, keys, any other items that you use all the time. Give them all permanent places to live. Think about how much time and annoyance you'll save when you don't have to send out a search party every time you need something.

List it out

Another tip for getting organized: Make lists. Make them for your grocery list, your to do list, your home repair list, anything. You can keep them all in one place so that you know where they are. You can also use digital tools, like Excel spreadsheets, apps, websites. You can even use your phone to keep track of your lists.

One thing at a time

Another tip is to prioritize, so do things in order of importance or urgency. Take one thing at a time and cross it off that to do list. We know that crossing things off of our list make us feel good. Stay away from multitasking. It may seem like you're getting more done, but it actually is self-defeating because it can lead to feeling like you're all over the place. So, set your sights on one task and go after it.

Celebrate success

And lastly, give yourself a high five. Whatever you accomplish get you one step closer to feeling organized, so give yourself credit for each step you take, no matter how small. And good luck.

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44.27.353.1-RFL (11/18)