

10 Great Ways to

# Get Organized

## Workbook

From [MoreLifeOnLess.com](http://MoreLifeOnLess.com)



# 10 Great Ways to Get Organized

Becoming organized is a great way to take control of your life. If your home or workspace is cluttered and chaotic, you're more likely to feel overwhelmed and stuck. It's hard to decide what to do next when so many things seem to need your attention at once. As a result, you may find it difficult to prioritize tasks and achieve your goals.

There is some good news, though. Once your space is clear and well organized, your life will run more smoothly. It's easier to focus, be creative, and finish projects when you aren't distracted and mentally weighed down by your cluttered environment and out-of-control schedule.

**In short, becoming organized will set you up for long-term success. Following are 10 important steps. Use this workbook to (Finally!) Get Organized...**

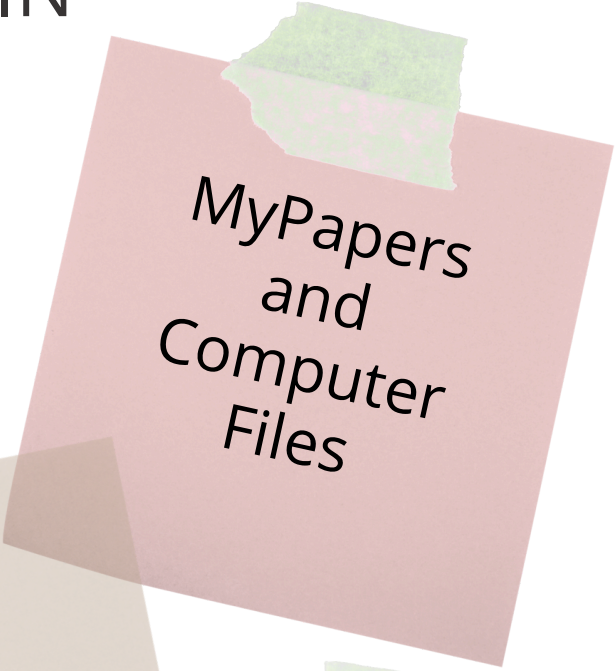


# Areas of Life to Organize

## THE 6 MAIN AREAS



My  
Housdhold  
Stuff



My Papers  
and  
Computer  
Files



My  
Goals and  
Priorities



My Work  
Life



My  
Schedule



My  
Finances

# #1 Focus on One Project at a Time

Multi-tasking might seem productive but, in reality, it splits your focus and slows you down. Instead of bouncing between tasks, focus on one project at a time. You'll complete it faster, produce better results, and feel less overwhelmed in the process. **The key to staying organized is giving your full attention to what matters most in the moment.**

If you're not sure where to start, brainstorm a list of all the areas of your life that need attention. Then pick just one area to focus on first. This could be a relatively small task, such as organizing your kitchen junk drawer, to give yourself a "quick win." Or you could choose a larger project, like organizing your office or closet, that will have a more immediate and noticeable impact.



one step  
at a Time

# Let's Get Started

List 3 areas of your life you'd like to get organized:



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Of these 3 areas, which will you focus on first?

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What impact will this have on your life?

# Wise Words to Remember

For every minute spent in  
organizing, an hour is earned."  
— Benjamin Franklin

# #2 Declutter & Organize Your Stuff

Here we talk about decluttering your home room by room. Get rid of anything you no longer need, use, or love. For example, when you declutter your closet, remove and get rid of any items that no longer fit, need repair, or you haven't worn in a while. Follow my decluttering plan to give structure to this project. Go to [MoreLifeOnLess.com](http://MoreLifeOnLess.com).

**Declutter and organize at the same time.** While you declutter, organize the belongings you keep so that you can find things quickly. You will also be less likely to accumulate more clutter, since you will see exactly what you have.



**One of the biggest mistakes you can make is shopping for storage products before decluttering. Focus on clearing out and getting rid of items that no longer serve you, so you'll know what you actually need to store.**

# How to De-Clutter Your House

*"You will get a new start, new space, a clearer head"*

*--Mari Gordon*



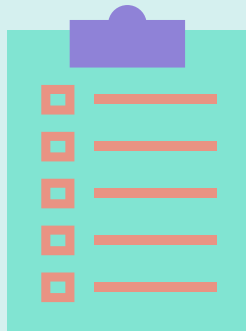
# 1

**Pick an area to start - Living area or Storage area**



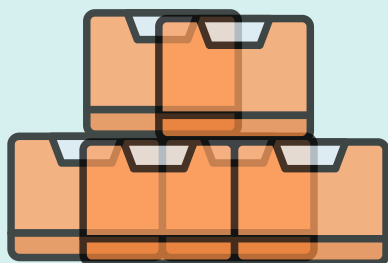
# 2

**Compile Your sorting kit**



# 3

**Label Your Boxes**



# 7

**Love Your New Space**

# 4

**Pick Your Starting Date**



# 5

**Start Sorting**



# 6

**Find Buried Treasure:**

- Photo Shoot
- Display
- Scrapbook
- Rotate
- Give



# A Place for Everything

**Once you've pared things down, it's time to find a logical place for each item.**

The goal isn't to shove items out of sight into closets or drawers. Instead, focus on finding solutions that make sense.



For example, keep cleaning supplies together in a portable carryall for easy access, or store these supplies for each room in a sensible place.

A place for everything means less time spent searching for what you need - and more time enjoying a tidy, functional space.



# #3 Papers & Computer Files

## Folder System

Create a folder system and file every piece of paper. Here are some examples for folders:

- Bills
- Statements
- Credit card offers you want to save
- Greeting cards to send
- Papers from your organizations
- Coupons
- Ads you want to follow up on
- Recipes
- School memos



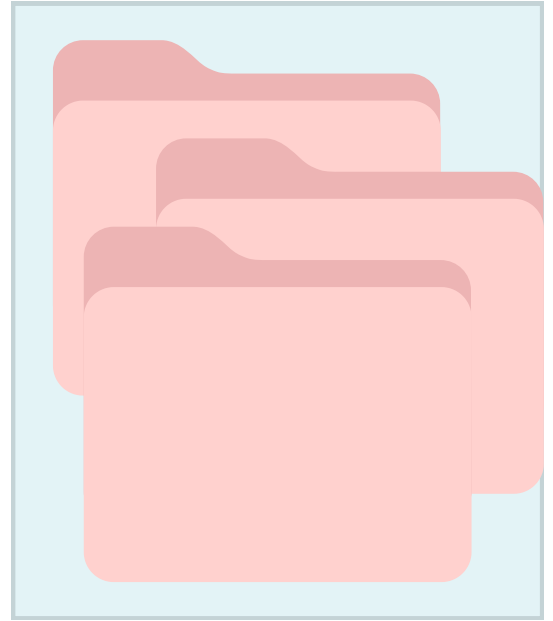
## Backup Important Computer Files

Chances are you have a lot of important files stored on your computer, including family photos, personal finance records, favorite recipes, and other significant documents. Continue to digitize certain documents. Also, keep these files organized with a **naming system** so that you can easily find any item.

**Protect your files by backing them up regularly.** Use cloud storage services and/or external hard drives to ensure nothing gets lost. A regular backup routine is essential, especially if your work or personal life relies on digital files.

Take Action: Take 10-15 minutes right now to review your file backup system. If you don't have one, do research on backup services to get started.

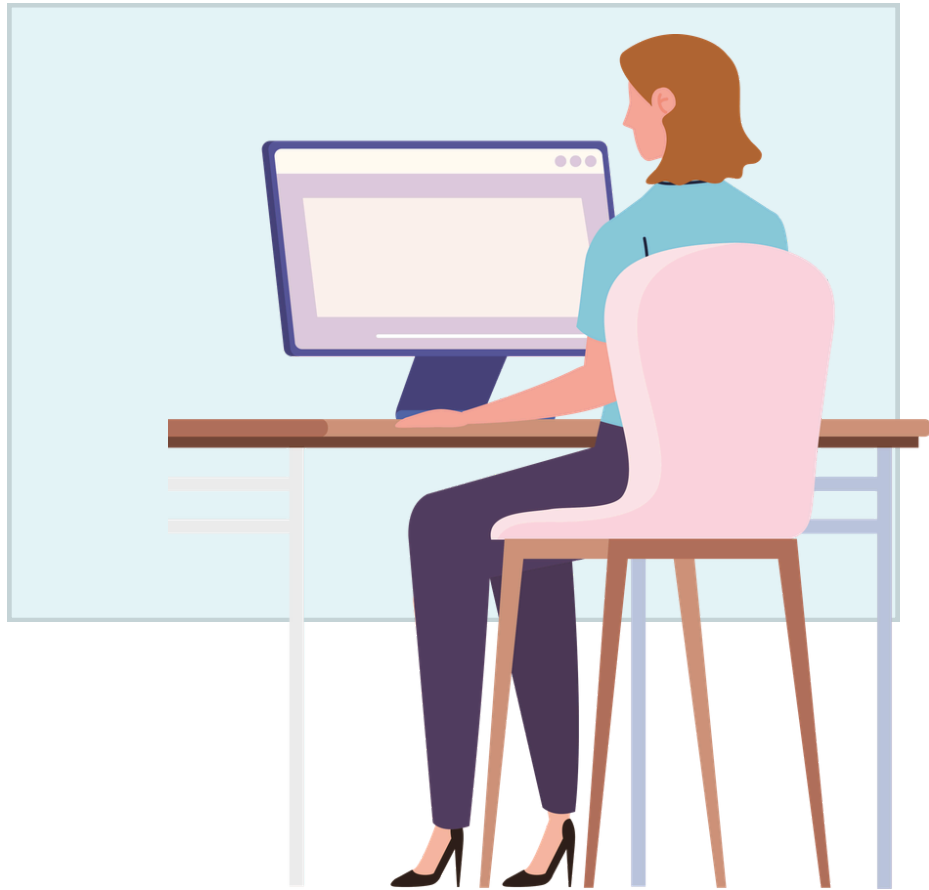
# Papers



my file folders:

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# Computer Files



Organize your computer files with well-named folders and subfolders so that you can find information quickly.

Date: \_\_\_\_\_

folder

subfolders

Date: \_\_\_\_\_

folder

subfolders

# Wise Words to Remember

Organizing is what you do before you do something so that when you do it, it is not all mixed up."

— A. A. Milne

# #4 Goals & Priorities

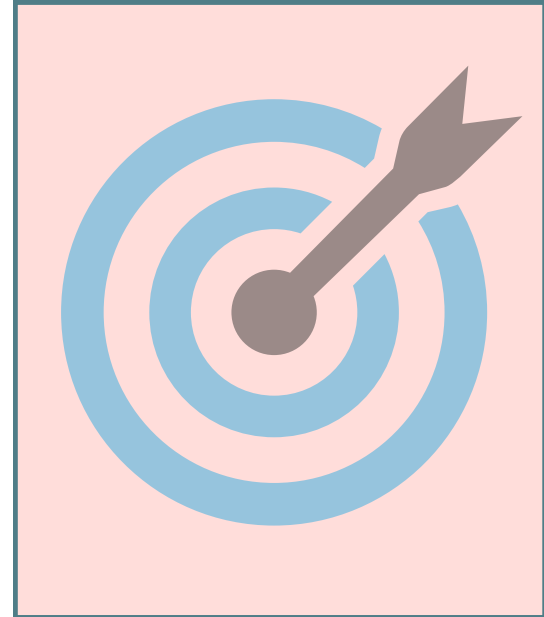
## Set and Write Your Current Goals

You are much more likely to achieve your goals if you write them down. So, take some time to outline what you want to achieve, why it matters to you, and how you'll get there.

For greater success, use the VICTORY framework for goal setting. **Read all about goals in [MoreLifeOnLess.com](http://MoreLifeOnLess.com).**

Break each goal into smaller, manageable steps. Add these steps to your planner so you can tackle them one at a time.

Don't forget to have some fun with this process by rewarding yourself when you reach certain milestones and accomplish your goals.



# Now it's Your Turn...

What are a few things you'd like to accomplish this year?



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If you had to pick just one goal to focus on, what would it be? Why?

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How will you reward yourself when you accomplish this goal?

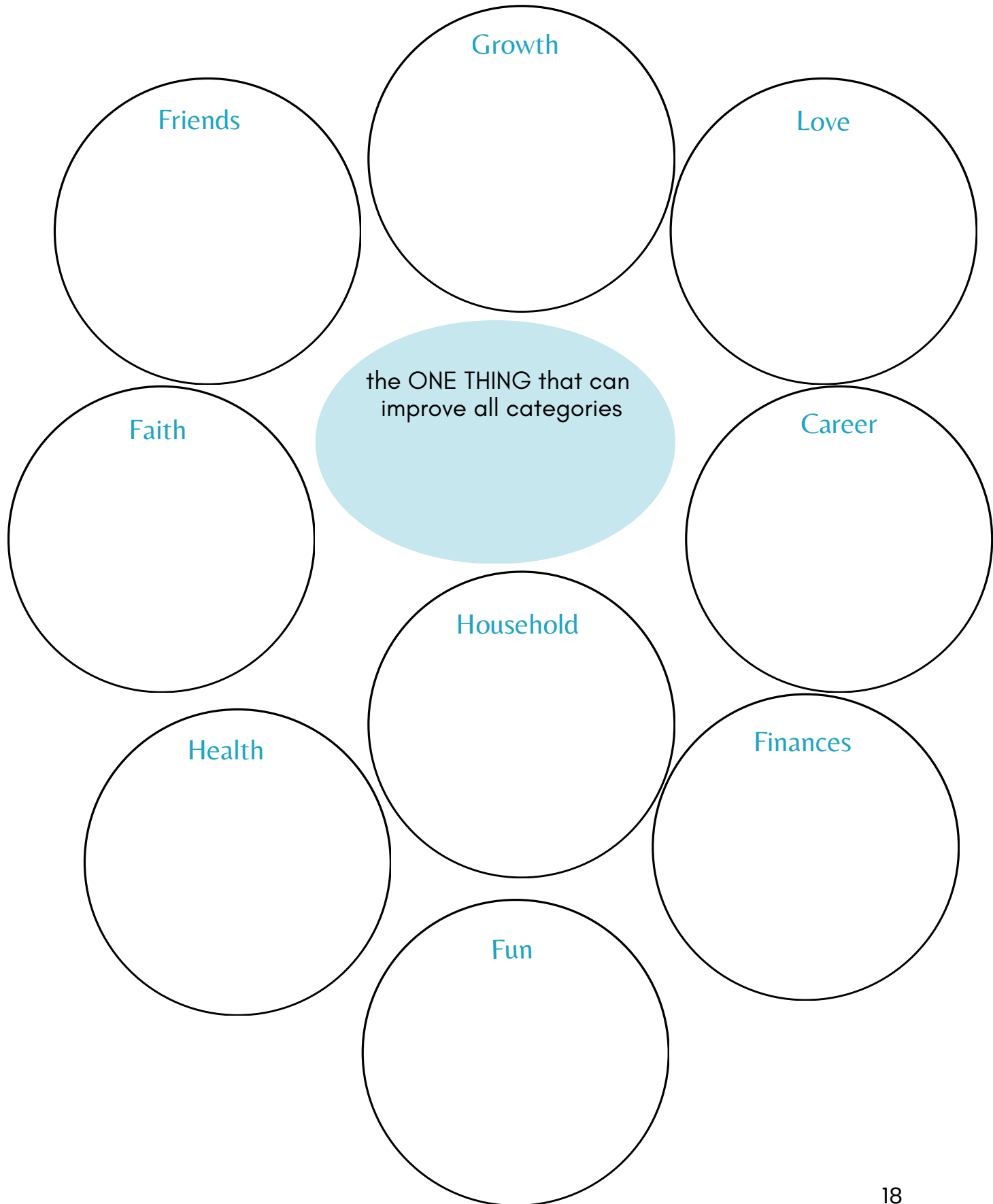
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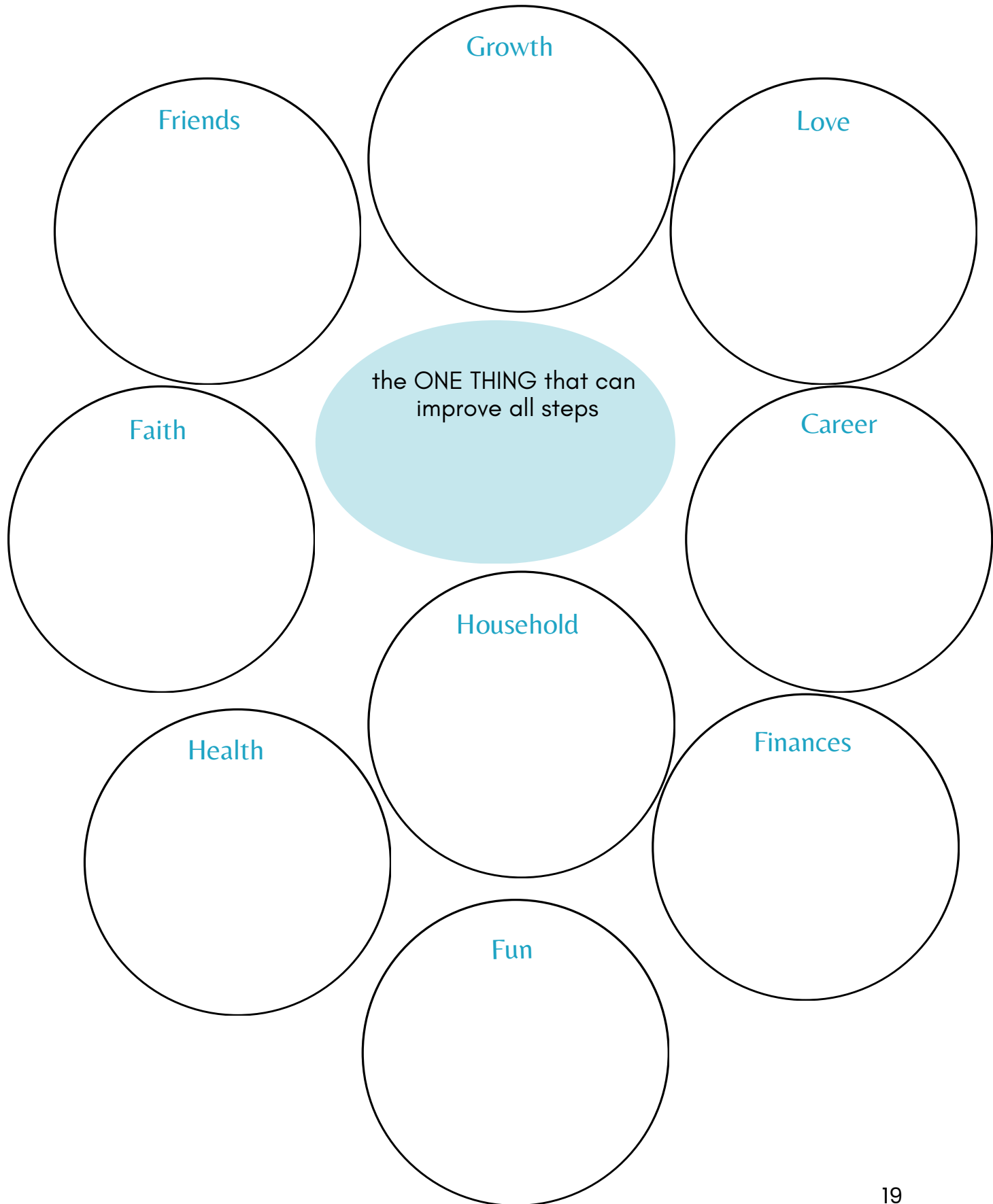
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# My Goals



# My Goal Steps



# #5 Work Life

At work, whether at home or in a workplace, create a **task priority list**. List on a document or spreadsheet all of the work tasks to be done. Then label them by importance with a letter.

- A. Imperative
- B. Important
- C. Optional or other

Now sort your tasks, and you will have an organized task list. You can detail this list to your liking. You might add steps for each project and number them.



## **Distractions and Breaks**

When you are really busy with a project and need to concentrate, **let people know in a kind way that you cannot be disturbed except for emergencies**, and let them know how to reach you, for example email or text. Let your phone go to voicemail.

When a colleague asks you to do something, don't necessarily agree to it immediately. Tell the person, politely, that you will think it over and get back to them. This is also a good habit for all areas of life. If you commit yourself too quickly, your schedule will get out of hand and you will feel overwhelmed and victimized.

While working, whether at home or in an office, **take breaks** now and then. Stretch your muscles, take a brief walk in the fresh air, or meditate for a few minutes. You will clear your mind and get a fresh perspective.

# IMPERATIVE TASKS

Date: \_\_\_\_\_

task

steps

# IMPORTANT TASKS

Date: \_\_\_\_\_

task	steps

# OPTIONAL TASKS

Date: \_\_\_\_\_

task

steps

# #6 Take Control of Your Time

## Use a Calendar or Planner

A reliable **calendar or planner** is key to staying organized and on top of your priorities. Whether you prefer a digital solution, such as Google Calendar or Evernote, or an old-school pen and paper option, choose something simple and easy to use that works for you.

Set up a **Family Calendar** if appropriate. Include the family members in deciding who does what and when. Include chores, appointments, school and religious functions, sports activities, club meetings. This way everyone can know where family members will be. **And everyone will know what they are responsible for with a quick check of the calendar.**



## Dedicate 15 Minutes Every Day

Spending just **15 minutes each day tidying up** can make a big difference. Make it a habit by blocking out time at the end of each day to straighten your home or clear your workspace. This one daily habit will keep clutter from piling up and ensure you wake up to a clean, organized environment. This quick daily cleanup routine will help you start off each day on the right foot.

Also, look at your goals and your calendar each day and identify two to three tasks that you want to accomplish above all else. These are the tasks that you'll focus on and tackle first. Establishing **daily priorities** helps you organize your day, manage your time, and increase your productivity. Prioritize tasks that have the biggest impact on your success.

# Share Your Thoughts...

**What are a few important tasks you need to complete today?**

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**Which 2 or 3 do you need to prioritize?**



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**When will you accomplish these tasks today?**

**How will you keep your time schedule flexible and stress-free?**

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# DAILY PLANS

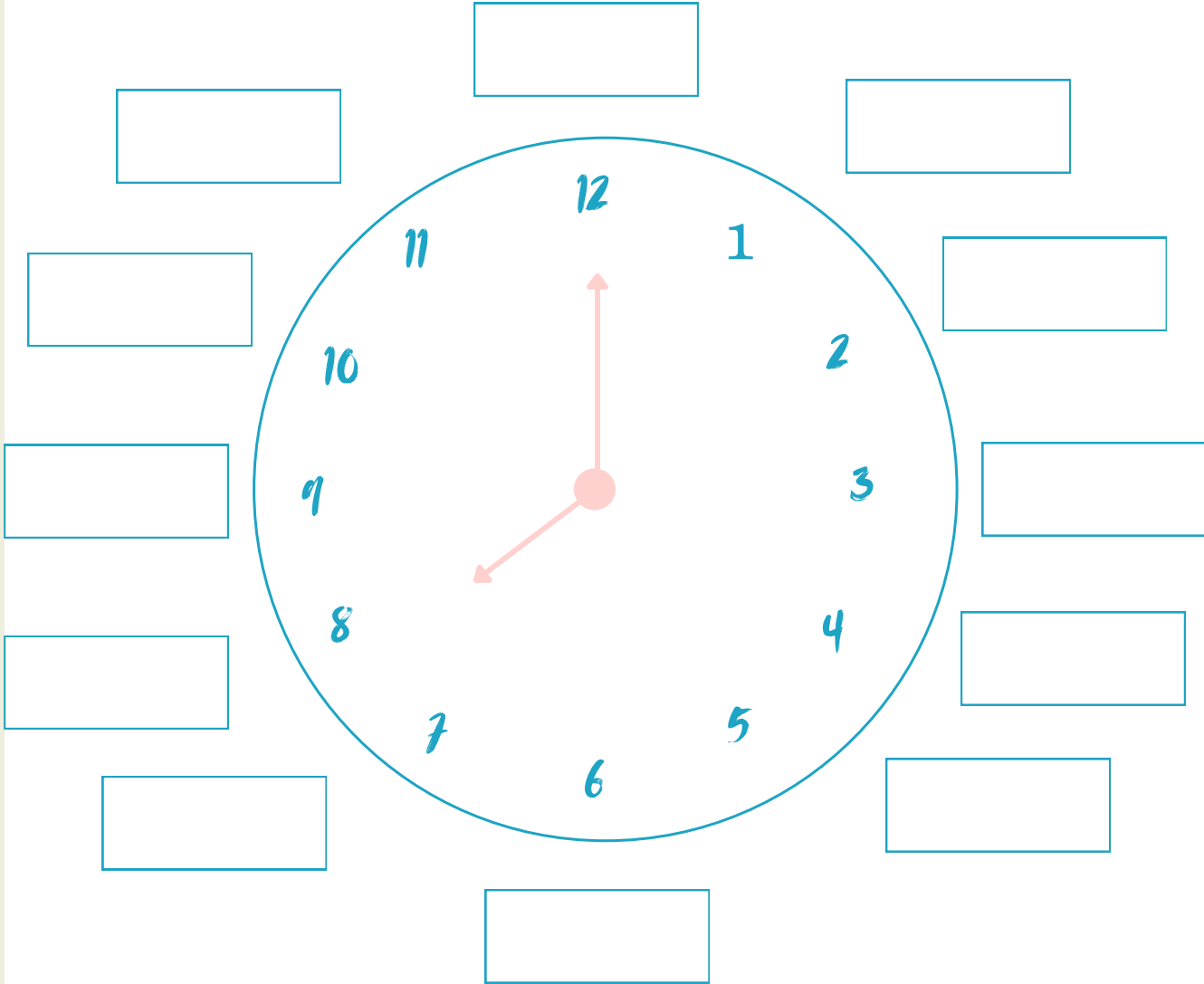


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	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5:00							
6:00							
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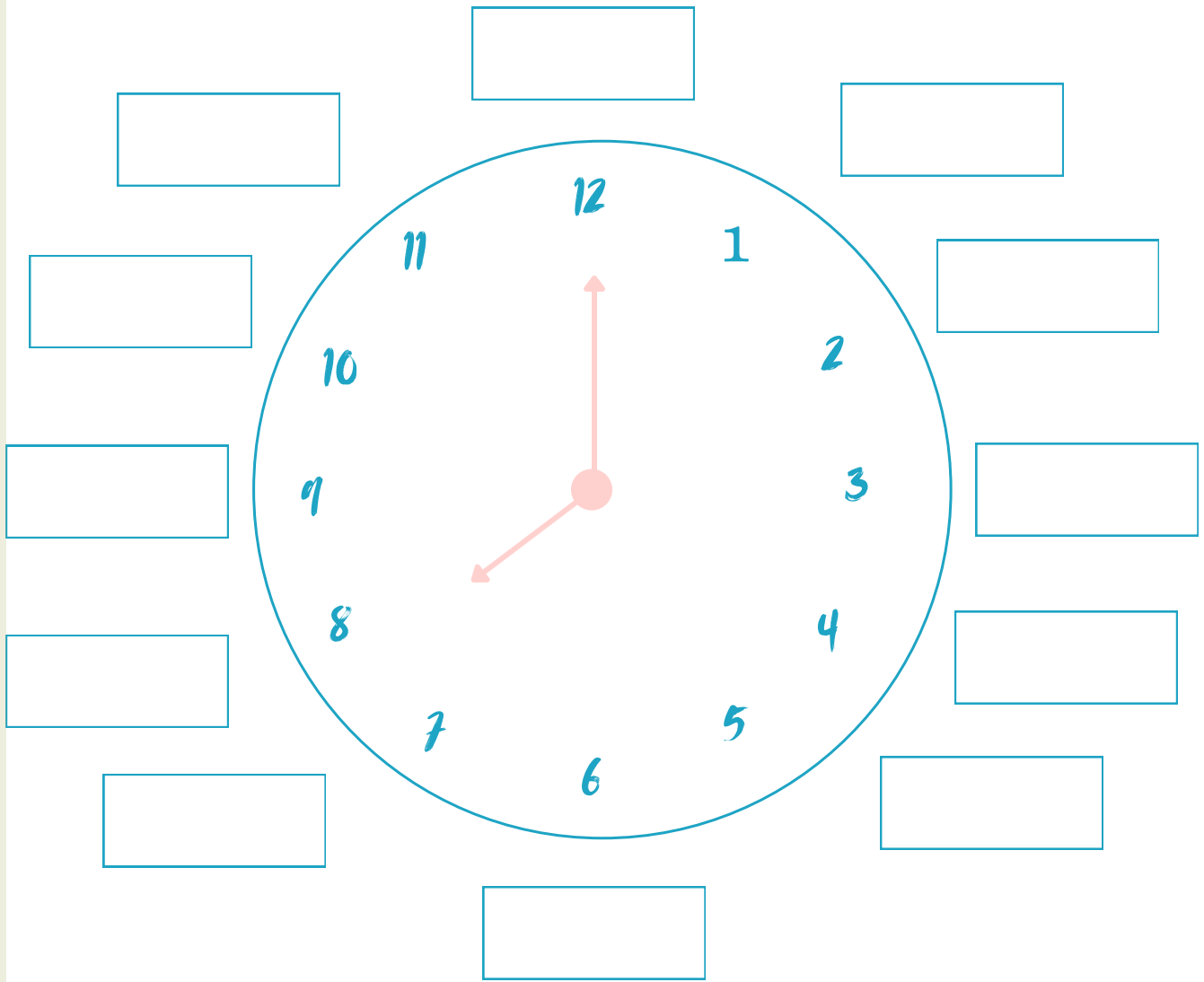


# DAILY PLANNER A.M.



## Today's Priorities


# DAILY PLANNER P.M.



## Today's Priorities


# #7 Plan Ahead

**Planning ahead can give you a good dose of calm and peace.** Just planning the ordinary events of life can keep the chaos at bay.

Plan your **wardrobe** for the week, taking into account the weather and your schedule. I have done this for years and the habit has saved me from so much morning stress.



I used to decide what to wear in the morning and then would have to inspect the clothes and press them if necessary. Then I would rifle through my jewelry box for the right accessory. The day started with adrenalin up to my eyeballs – and for no reason. I should have done this all the night before. Well, at least I finally changed my ways!

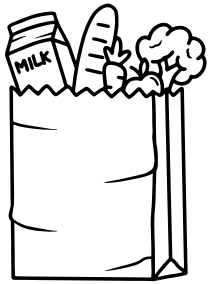
You can apply the same principal to your **meals, your daily work projects, even your family dates and outings.**

Plan for a week or even a month in advance. Don't leave your decisions to the last moment because you may end up with doing the wrong tasks, no family outings, and too many dinners of frozen pizza.

# Wise Words to Remember

“Commit to the LORD  
whatever you do,  
and he will establish  
your plans.”

Proverbs 16:3



# weekly meal plan

Monday	Tuesday
Wednesday	Thursday
Friday	Saturday
Sunday	Note



# weekly wardrobe plan

Monday

Tuesday

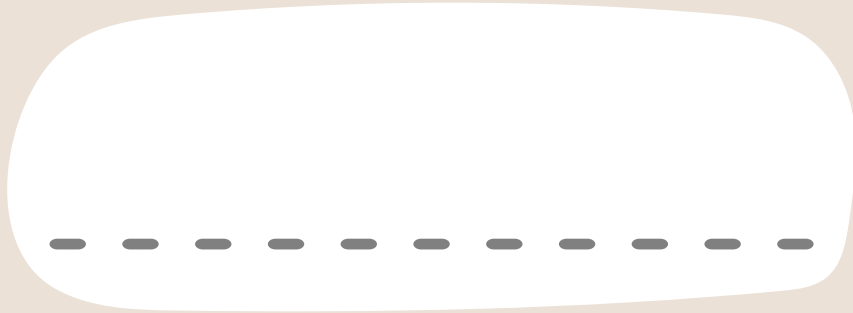
Wednesday

Thursday

Friday

Saturday

Sunday



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**MON**

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**TUE**

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**WED**

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**THU**

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**FRI**

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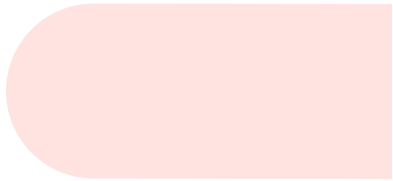

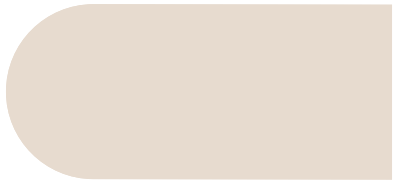

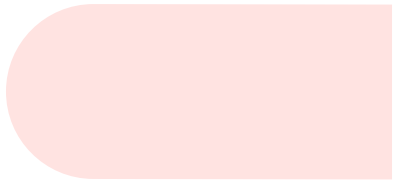

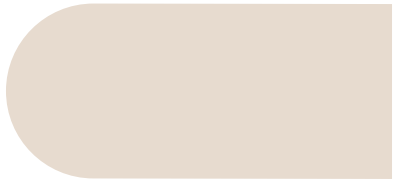

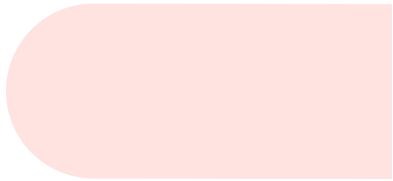

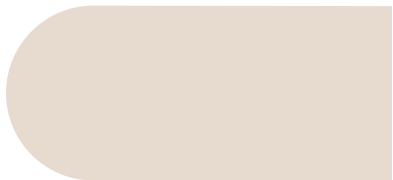
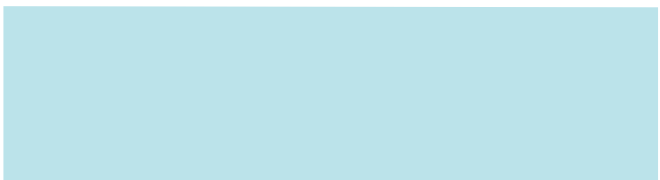
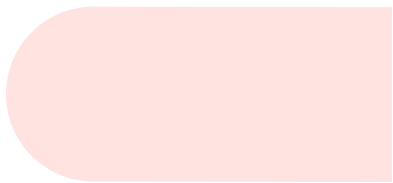

**SAT**

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**SUN**

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S	M	T	W	T	F	S

# #8 Stockpile

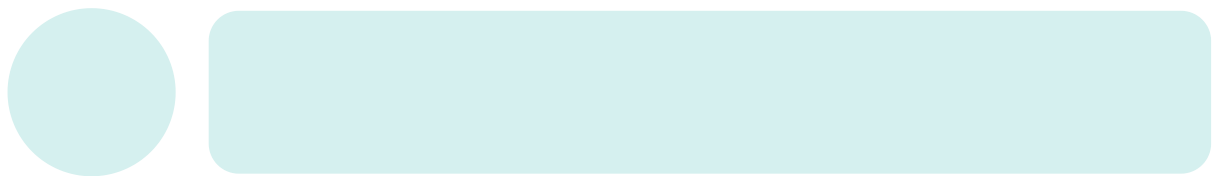
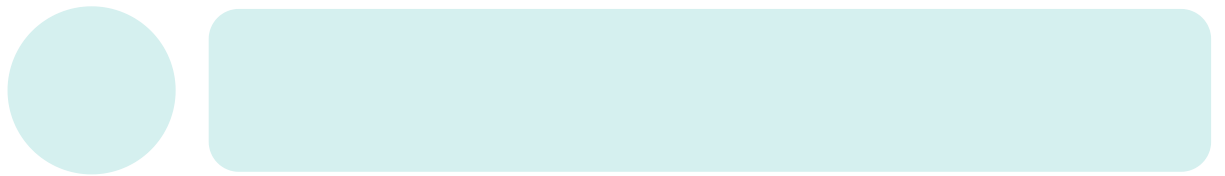
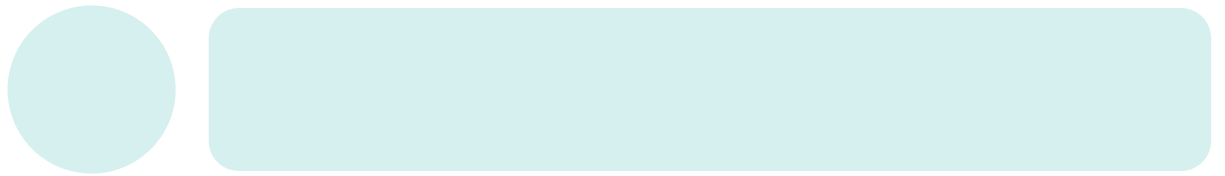
The stockpiling habit is kind of fun and you will thank yourself for adding this habit to your life. There are a number of things you can stockpile **so that you don't have to shop at an inconvenient last minute.** Here is a short list:

- Greeting cards
- Postage stamps
- Wrapping paper and ribbon
- Gifts
- Small toys
- Ordinary supplies like paper towel, bath tissue, facial tissue, self-care products
- Any other item you tend to run out of often



# stockpile

# stockpile



# #9 Lists, Routines, and Systems

Creating the right system will keep you focused, organized, and prepared for what lies ahead.

**Systems simplify your life by creating easy-to-replicate routines for tasks you do over and over again.** For example, here's a simple system for handling mail:

1. Open and respond to items that are timely and important
2. Designate a single place for items you need to address later
3. File what you need to keep
4. Shred those items you don't want but have sensitive information
5. Discard or recycle junk mail that you don't need

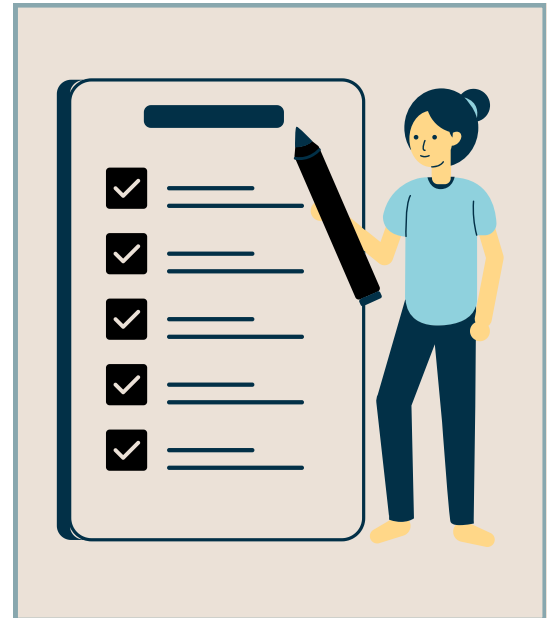
Organize your mornings with a **Spiritual Morning Routine (check [MoreLifeOnLess.com](http://MoreLifeOnLess.com) for ideas)**, and also prepare for your day the night before; get certain tasks done ahead of time like wardrobe selections and briefcase and handbag organization.

Other systems you could create include errand bundling, weekly cleaning schedules, and pet care.

If you are really strapped for time and have some room in your budget, consider hiring someone to do miscellaneous chores and errands. Be creative in finding a mother's helper or errand runner.

Consider keeping **handy lists** to keep your mind from spinning. Here are some lists you may want to utilize:

- Shopping list
- Packing list for travel
- Things to do before leaving the house
- Evening routine
- Morning Routine
- House cleaning system
- Pet care reminders



# What are 6 tasks you do repeatedly:

1

4

2

5

3

6

# What are some basic steps for each of these tasks?

1

4

2

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3

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# handy list for:



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# #10 Finances

## Use Financial/Accounting Tools or Software

Finances are one of the most common areas where people feel disorganized. The first step? **Create a budget.** See my post on *MoreLifeOnLess.com* under the category called **Less Debt.**

Find a financial tool or app that works for you. Choose something you can access on both your computer and phone, if you need to use it on the go. Look for one that helps you budget, track spending, pay off debt, and plan for taxes.

Knowing exactly where your money stands at a glance will reduce stress and help you stay on track.

Following is a sample budget spreadsheet you may wish to use to get you started on your financial organization.



HOUSEHOLD BUDGET	MONTH:			
<b>Income:</b>				
	Budgeted	Actual	Difference	Comments
Salary 1				
Salary 2				
Investment Income				
Other				
<b>Total</b>				
<b>Expenses:</b>				
	Budgeted	Actual	Difference	Comments
Utilities and Rent/Mortgage				
Insurance				
Transportation				
Credit Cards, Loans, Savings				
Miscellaneous Expenses				
<b>Total:</b>				
<b>Affordability</b>				
Budgeted Income	\$			
Budgeted Outgoing	\$			
		<b>Difference</b>	\$	
Actual Income	\$			
Actual Outgoing	\$			
		<b>Difference</b>	\$	

# Wise Words to Remember

For God is not a God of  
confusion but of peace.  
1 Corinthians 14:33 ESV

# Keep Organizing

**By taking these 10 steps,** you'll create spaces and systems that reduce stress and boost productivity so you can focus on what truly matters.

**Getting organized doesn't have to be complicated or overwhelming.** All you need to do is start small, stay consistent, and you will enjoy the benefits of a clutter-free life.



**PEACE!**