

Organization – Ideas to get you started

Sometimes the hardest part about organizing is just getting started. It can feel overwhelming to try to get your home or office organized. Try to take a new perspective – you don't have to tackle everything at once. Try these smaller steps to get the job done.

- Tackle just one drawer or closet each weekend.
- Sort through a pile every other day until you get through all of them.
- Keep a day planner or calendar handy, and use it.
- Post all of your important telephone numbers and e-mail addresses in an easy-to-see place so you don't have to keep looking them up.
- Make a schedule for bill-paying day, laundry day, grocery shopping day, and library day.
- Make "to do" lists, and check off tasks once they're done. The lists will show your progress and help you feel like you're getting things done when you don't think you are.¹

Make a list of what needs to be done. Prioritize the most important tasks first, and break your big jobs into smaller ones. Though this can take time, becoming organized can help reduce the time that tasks take in the long run...and it can go a long way in reducing stress.

Source:

1. American Association of Retired Persons (2008). Managing stress: Manage stress by managing your time [on-line]. Retrieved June 19, 2008. From http://www.aarp.org/health/staying_healthy/stress/a2003-03-11-strategies.html

