

Get It Together!

Change Your Life by
Organizing
Home • Work • Mind



Get It Together
The Center For Mind & Esteem Development, Inc.

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Introduction

Have you ever been so overwhelmed that you were unable to function? Most of us have experienced that. One major reason for overwhelm is the way our lives are, or are not, organized. For example, did you know a constantly messy desk can drain your energy and keep your mind cluttered and unfocused? Many people underestimate the importance of living an organized life.

One simple solution to being in better control of your time, career, relationships, and other important aspects of your life is by becoming better organized. Once you “get it together,” you’ll never want to go back to cluttered closets, messy time management or an unfocused mind. This book highlights various, practical ways you can go about getting organized in ways that will change your life.

The Power of Organization

Organization skill is a very powerful skill that makes life so much easier. Being organized goes way beyond arranging things in a neat and orderly fashion. It directly affects your ability to plan activities efficiently, respect your relationship and think clearly and logically.

When you are in control of your daily activities, you will always be punctual, complete your projects with time to spare, and know exactly where to find the tools you need. These indicators of being organized don't only benefit you—they also benefit all those with who you have a relationship. Simply put, getting it together can bring you more happiness, success, time, and money.

Organization skill also has to do with having the discipline to overcome barriers or distractions that stop you from doing all the things that you need to do. That means prioritizing your daily activities and being able to distinguish between what tasks are important and those that are not.

The benefits of your organization skills on productivity are enormous. Let's look at some of the ways your ability to organize makes you more productive:

Saves Time

Time is every person's most precious asset. If you want to be more organized, it's essential that you make the best use of your time. By organizing and planning out your daily activities, you will ensure that the most crucial tasks get more priority, thus saving yourself valuable time.

When you have all your activities following a predetermined timeline and your important documents stored properly in a safe, defined location, your mind won't be cluttered by trying to remember all the tasks that need doing. And, you won't waste precious time trying to remember where a certain item is hiding because you will know right where it is.

Eliminates Stress

Being better organized also positively influences your productivity, by reducing your stress level. It may not be possible for us to remove stress entirely from our daily lives, but with improved organization, it is possible to reduce a huge chunk of it.

By actively practicing organization, you'll start tasks and projects on time, your tools for the job will be in their designated location, and everyone will understand their role. Your stress level will reduce dramatically, and you will find that your life becomes a whole lot easier. You will be able to easily meet expectations and responsibilities, which translates to reduced stress levels.

Increases Creativity

One of the key areas that suffer when you are in a disorganized environment is your creativity. When you are rushing around trying to put out fires because you didn't organize your project, your primal, lizard brain kicks in. And when lizard brain is in charge, there's no creativity happening. Our primal brain is there to help us survive, not create. Being organized provides a way out by creating a state of calm and certainty which in turn allows you to see solutions to your problems easily, thus opening up the channels of creativity.

Enables you to Meet Deadlines

Disorganization leads to miscommunication, lost documents and a variety of other stressors. When your work life is disorganized, it's easy to overlook an important date or detail. Missing important deadlines can seriously affect your relationship with your clients and prospective clients. It projects a lack of professionalism. Besides marring your relationships, missing deadlines due to a lack of organization can hamper cash flow and adversely affect your business.

Gives a Positive Image

As you get better at organizing your life, people will start to notice. Organization reflects on your demeanor, appearance and the state of your environment. These are the main areas that we judge people, and an organized person is always more attractive. Being organized portrays a strong leader and someone whom others can trust to get the job done. It will also help you gain the respect you deserve which could even lead to better opportunities for you and your career.

Reduces Clutter

Clutter can take a toll on your productivity. Hoarding things that you do not need or even storing important papers, books, or items in a disorderly fashion will inevitably end up in disaster. Preventing clutter involves keeping and organizing only the necessary things that you need and getting rid of the rest. It is common to find yourself holding off getting rid of unnecessary items for sentimentality or the old “one day I might need it” factor. But for the sake of your productivity, you need to be fearless when it comes to decluttering.

Makes More Money

The power of organization can even impact your finances. The reason behind running your business or pursuing your career is to make money. When you waste time on distractions that result from being disorganized, it automatically translates into lost money. It should be your goal to operate your business at the highest level of efficiency, and you can only achieve that by being organized. That also means that you should try to rectify problems that distance you from that goal.

Saves Money

Being organized with your finances also saves you money. When you forget about a bill, for example, you will pay a late fee and maybe an extra bank charge to get the money sent to the company quickly. If you don't organize your tax documents throughout the year, you may not be able to deduct a large sum of money. And these are just a couple of

examples. Think about how your retirement might play out if you don't keep your investment strategy organized.

Gives Energy and Enthusiasm

When your life becomes more organized, you begin to experience an enhanced clarity of purpose that provides you with enthusiasm and energy. You will wake up every day feeling optimistic and excited about what the day holds because you know you are in charge. You will also have a renewed vigor and eagerness to accomplish every task that comes your way.

Imagine waking up every day to see your work clothes already ironed, and your car's gas tank filled up? Upon arriving at the office, you see your desk neatly arranged with all your tasks for the day carefully outlined on your to-do list. You no longer have to go through the mentally draining exercise of wading through piles of disorganized information just to figure out what you need to do today. That is what an organized life means—being in control of your environment and situations.

Provides a Better Work-Life Balance

Many of us become so engrossed with our jobs and businesses that we neglect to uphold the sacred work-life balance. Unfortunately, our families and friends pay the cost. Being better organized, however, will provide you a way out of this seemingly unending maze and enable you to decide when it is either time for work or time for play. You will feel more peaceful and balanced, and your relationships will deepen and improve.

Freedom from Chaos

Ultimately, we have to come to terms with the fact that life isn't perfect and that everyone has a bit of chaos in their lives. No matter how organized we are, we may still get caught up in traffic and need to juggle the kid's schedule. However, being better organized will keep you from the constant stress and strain of dealing with chaotic situations. It's a

valuable tool to help you control what's in your circle of influence while navigating the unrulier parts of life.

Now that we've discovered all the ways that getting it together can make life better let's break down some of the different areas that will benefit from this improved organization.

Organization at Home

Your home is the first place that you should begin practicing your new resolve to become better organized. Outlined below are ten tips on how to get better organized at home to get you started.

Scan and backup your photos

That is a great way for you to get rid of those bulky photo albums that crowd your coffee table and shelves. You can easily have the pictures scanned at a local printing shop. Then just upload the soft copies to cloud storage like Dropbox or an external hard drive. That allows you to save a great deal of space in the home while making sure that you do not lose those precious memories.

Create a schedule for cleaning up daily, weekly and monthly

Organize your cleaning routine by creating a schedule that enables you to clean up your home on a daily, weekly, and monthly basis. You've no doubt found that without a guide, your house becomes cluttered and untidy quickly. Then you're resigned to spending the whole day doing a big clean.

By following a daily, weekly, and monthly cleaning schedule, and distributing the tasks evenly to all members of the household, you will avail yourself of the exhaustion that comes with cleaning everything all at once. To do this, you can schedule tasks like daily dishwashing, weekly vacuuming, and monthly window cleaning.

Keep the hotspots for clutter clean

There are specific areas around the house where clutter is prone to occur. These areas are known as the hotspot for clutter, and every house has one or more of them. Some of the major hotspots for clutter within the home tend to be the kitchen counters, dining table, bedroom drawers, dressing tables, coffee tables, and nightstands. For you to get better organized in the home, you will always need to keep an eye on these areas and tidy

them up daily. Better yet, get in the habit of putting things back in their designated place as soon as you've finished using them.

Donate or throw away one thing before buying something

This technique is often called the one in, one out rule. To keep your house from getting cluttered up, set a house rule that when a member of the family brings something into the home, they must get rid of something. For example, if you buy a new sweater, you need to go through your drawers and choose another item of clothing to donate or throw away.

This way you aren't just introducing more clutter once you have your house organized. It doesn't always have to be the older version of a newer item that you donate or dispose of; rather, it could be any item at all. And if you want to get really brave use a one in, two out rule!

If you're a terrible hoarder but are determined to get it together, you may need to be even more ruthless about decluttering. You may want to try to throw out one old thing a day until you have exhausted all your old items. If items could be donated keep a box handy, so you can put at least one item in it each day. Employ this strategy for a month and see for yourself the huge impact it will have on the clutter in your life.

Check and dispose of canned goods and medicine that have expired

Develop the habit of inspecting all the canned goods and medicine that you've stocked from time to time. Get rid of the ones that have expired to reduce the clutter in your cabinets and create space for new stock. Besides getting organized, this also protects your family's health and safety.

Label stored food

It can be easy to fill up your pantry and freezer with so much food that you forget what you have until it becomes inedible. Or you may be

uncertain as to what is in a freezer bag or container because it isn't labeled. By grouping canned foods and labeling freezer items, you'll minimize your food waste. You'll be able to see at a glance what you have available to make a meal so that you won't buy duplicate items. You may also want to keep a running freezer and pantry list, so you can easily decide what you should use up before it expires or gets freezer burnt. See? Being organized saves you money.

Create a bucket list for the weekend

Take some time during the week to create a list of all the activities that you want to do by the weekend. When the weekend finally arrives, make the most use of your time by consulting your list and completing each of the tasks that you have listed down. It is far better to have a plan of how you want to spend your weekend before it arrives. This way you'll be able to manage your time wisely so that each project gets completed, but you still have time for rest and relaxation.

Put things away immediately

Develop the practice of putting things in their proper places the moment you see them lying around carelessly. Don't wait until you are ready to do a full-scale clean before you pick up that empty soda can that missed the trash. All the hard work that you have invested in creating an organized home will be futile if you don't continuously strive to maintain the status quo by putting things back in their proper place. It takes only a few minutes to implement this practice, but it will save you a great deal of time later.

Create an inventory and avoid overstocking supplies

Keeping an inventory of cleaning and toiletry supplies and the like is another great way to keep your home organized. It will ensure you don't run out of stock or overstock. Overstocking may seem like a good idea from your point of view, but it can easily take up valuable storage space that you could use more wisely.

Have a place for everything and practice putting them in their place

That may seem like a no-brainer, but many times we fail to see the value attached to having a place for everything. Have you asked yourself if there is enough room in for the new item you are considering purchasing? Is there a designated closet for your clothes, cabinet for your cleaning materials, and rack for your electrical gadgets? Everything in your home should have a safe and secure place where it should live. Cultivating this practice will make it easy for you to find what you need when you need it.

Organization at Work

Nothing beats the high level of productivity that can result when everybody at your work or place of business is well organized. You will be amazed at how much output is generated daily from your fellow workmates or employees.

To be able to reach this level of optimum performance or before you can expect it from others, you first need to know the dynamics of getting organized at work. Below are ten tips that highlight how you can do just that.

Put everything in writing

Writing things down, especially important assignments and appointments can save you a whole lot of frustration and embarrassment. We have all experienced moments when our memory had failed us. Use your favorite method—a synced calendar, an app, or just a notebook or day planner that you keep with you at all times. Doing so helps you get organized and makes your workplace or business more efficient.

Make backup copies of everything

Having backups of all the files and documents in your office is very important. That includes having duplicates made for your car, home, and office keys. Gather all of your IDs, passports, bank details, agreement letters, contracts, etc. and scan them into a secure location in the Cloud. Remember to also keep both the originals and photocopies of all your financial records, insurance, land titles, and birth certificates in a single folder and then tuck them away in a safe.

Clean up regularly

Don't wait until the weekend for the janitor to come and clean up the mess in your office, especially if it is slowing down your work. Allot a couple of minutes of your time to removing clutter and cleaning up your work environment. You do not need to spend so much time cleaning that

you neglect important work responsibilities. Simply dedicate even as little as 5 minutes a day to cleaning up.

Only you can create your organizational system. The best way to keep on top of to-dos and projects is to keep your desk and computer organized. Schedule the last 15 minutes of your work day to getting things put away and ready for tomorrow. That means refiling papers, saving important documents to the appropriate file on your computer, and planning out your work items for tomorrow. It's one of the best ways to not only get organized at work but to stay organized. You'll be amazed how great you feel when you walk into a tidy, organized space the next day! You'll feel on top of things and enthusiastic about getting to work.

Recycle and donate

Do you have any work equipment, safety wear, or other items related to your business that you haven't used for a long time? Chances are if they've been gathering dust for a year, you're probably never going to use them at all. It may be hard to let go of things you've already paid for, but it's better to do that than let them clutter your workspace. Rather than trashing them, find out how they can be recycled or donate them to a business or a charity that needs them. A school or charity would welcome even antiquated office machines and leftover office supplies. Your trash can become someone else's treasure!

Equip your smartphone with a task management app

There are tons of task management applications available for download in the stores for both iOS and Android devices. These apps work great for scheduling your day to day tasks, meetings, and errands. They can help keep you informed about the progress of a project, as well as encourage you to stay on top of on-going or repetitive tasks. Most of them synchronize with your calendar, email, and other devices. So, the apps can then upload your pending tasks to these platforms so that you can constantly be reminded of your assignments wherever you go.

Use a money management app

If you run your own business or have a budgeted allowance for your office, downloading a money management app offers an efficient means of keeping your financial affairs organized. A money management app helps you stay abreast of your monthly incoming and outgoing balances and can even document your daily expenses. It can send you reminders of bills that you need to pay before they are due so that you can deposit money into the appropriate account. Money management apps make it easy to see how much money you are spending and what you're spending it on, which will make your accountant happy. Keeping your money organized is easy, even on the fly, with this simple tool.

Make a list of your passwords in a safe app

You know your passwords are very important and should always be kept safe and secure. But many of us don't take as much care as we should when it comes to this type of security. To make it easier to have unique passwords for all of your accounts, which keeps your identity safe, store them in a safe app. There's no way you can keep track of them all, but this way, those random numbers, and letters won't use up all your brain space.

There are varieties of apps serving this purpose that you can easily download to your smartphone from their respective app stores. They are very effective at helping to centralize your passwords and sensitive data. They work by creating a password for the app that secures all your other passwords for each online account that you have. With this type of app, you only have to remember *one* password to gain access to all the other passwords.

Unsubscribe from unnecessary emails

We're all guilty of subscribing to email lists, magazines, and the like that we never read. Even worse than cluttering up our inbox, some of these subscriptions we pay for month after month. Take an hour to unsubscribe from all the old newsletters, online magazines, and other info products

you no longer need. It will save you from wasting both your time and your money.

Set up a centralized work information center

Communication is very important for every team that is determined to succeed. To communicate effectively, you need to have a working system in place that keeps every member of your team well informed. Creating a centralized information center at your work or place of business will keep everyone up to speed on schedules and tasks that require immediate attention. You can make use of a synchronized calendar app that allows every member to share new updates, tasks, and schedules so others can see. That is a very effective technique that keeps everyone informed about each other's activities and whereabouts so that there will be no conflicting schedules.

Learn to delegate organizing tasks

Eliminating clutter and getting better organized at work can be easily achieved if all hands are on deck. The task of organizing should be a team effort, where all the stakeholders work together. To delegate organizing tasks, check your to-do list and look for tasks that can be handled by each member of your team. Next, create a list of responsibilities and distribute it accordingly to each one of them. Review the list with them every week to ensure that all the assignments are complete. Make sure that everyone on your team understands that keeping their stations and systems organized is an ongoing work responsibility.

Organize Your Mind

There is one area of our lives that often gets overlooked when we talk about getting it together, and that's our mind. Our mind is the most important tool of them all. An organized mind enables full engagement in a healthy lifestyle. It impacts on your general wellbeing and extends to other critical areas of your life.

While your mind is incredibly powerful, it can still be subject to wayward thinking. A disorganized mind has a very compelling relationship with unhealthy habits. Organizing your mind, therefore, is very important. The significance of organizing your mind goes beyond simply arranging your home or office; it also isn't about managing your to-dos and projects by making use of the latest productivity app.

What we're referring to here is your mind's ability to reach a higher order of order. In other words, it involves having a calm, wise, positive, and strategic perspective.

That also including being in possession of the requisite skills needed to get there, in little or large sectors of life, including both health and well-being.

The ten tips outlined below provide simple and practical ways on how we can organize our mind. Following them will help drive your mind to be more attentive and keep it focused even when you're under pressure or faced with challenging conditions.

Pick a challenge that matches your ability

Many times, we fail to get a certain job done or easily lose focus and yield to distractions because the task that we have picked for ourselves is either too easy or too difficult to complete. Finding the right tasks that present you with a healthy challenge helps to stimulate and organize your mind. That's because such tasks are not too difficult, so they produce anxiety, nor so simple that they induce boredom. By consciously striking a balance between the two, you will greatly increase your chance of achieving flow and organizing your mind.

Tame your frenzy

Organizing your mind requires that you make a personal decision to control your negative emotional frenzy. Negative emotions such as worry, anger, sadness, irritation, and so on, put you at a disadvantage because these negative energies place excessive pressure on your prefrontal cortex - the brain's executive function region so you can't think straight.

Exposing your mind to a heavy influx of negative stress damages your ability to focus and places your health at risk. Taming your frenzy is the best way to manage your negative emotions, and you can do this by simply adopting a healthy lifestyle. That means, getting enough sleep, exercising regularly, eating healthy foods, practicing mindfulness and partaking in positive, mentally-stimulating activities. Doing so will not only help tame your frenzy but will also help your mind become more focused and attentive.

Access your working memory

Sustaining your focus in the middle of a task can be difficult sometimes, especially when you have run out of ideas needed to complete the task. That's where accessing your working memory comes into play. Your working memory, otherwise known as your short-term memory, is like a temporary storehouse of bits of information. It allows you to search through your mind to solve a problem, generate new ideas and insights or discover new patterns that introduce you to a strategic perspective. Using your working memory to organize your mind employs the same strategies as taming your frenzy and can be done by exercising, meditating, and having a good night's sleep.

Sustain your focus

The job of organizing your mind involves being able to sustain your focus. Maintaining your focus also means learning to focus on only one task at a time. The human brain isn't good at multi-focussing. Some people like to multitask thinking it will help them complete their tasks faster. Sadly,

they fail to realize that doing that only puts pressure on the mind and causes their thoughts to become even more disorganized. The human brain is physiologically incapable of multitasking efficiently.

Rather than multitasking, set aside time to tackle one task completely before moving to the next one. As a first step, remove anything that can cause distractions during your focused sessions such as phone and e-mail. Shut the door then set your timer for 20 to 30 minutes and try to sustain your focus on that particular task throughout that time.

Apply the brakes

Once you've mastered the art of focusing your mind on one task at a time, you should also learn to tell your brain when it is time to stop. Your brain's radar is designed to continuously scan both your internal and external environments even when you're focused. Those of us who run their own business or are working hard to climb the corporate ladder often fail to admit when our brain has had enough. We don't know when to stop working.

It's vital to your productivity and for your mental health to take frequent breaks and to get enough relaxing and reflection time. When we are constantly in "go" mode, our brains become disorganized, and we can't think creatively. If we need to find an out-of-the-box solution, we won't find it by working longer hours. Instead, it will come to us once our minds have had a chance to relax and rejuvenate.

Even though our society seems to honor the work-till-you-drop behavior, we need to begin retraining our brains to appreciate giving ourselves well-deserved breaks. Set times for taking breaks during work hours. Set a time to go home each night and stick with it, even if your to-do list looks long. You'll come back tomorrow with a fresh perspective that will save you from spinning your wheels.

Shift sets

This skill has to do with your mind's ability to navigate its focus away from one task and then to give its undivided attention to something entirely new. It is a brain skill known as "set-shifting," and it allows you to leave behind one task and begin a new one with a fresh and productive focus. You might describe the art of set-shifting as cognitive agility or flexibility.

Taking a break from your current activity or focusing your attention on something entirely different from what you were doing earlier can help you generate creative thoughts for problem-solving. Set-shifting allows your mind to be flexible and open to new ideas. You can activate your cognitive agility when you find yourself frustrated or spinning your wheels. Take a break from that task and start a new one. When your brain is working on another challenge, it will often come up, as if by magic, with a solution to the first problem from which you are taking a break.

Dump your brain

Like most ambitious people, you've no doubt experienced brain freeze. Your mind spins with details you are afraid you'll forget. You go over and over how to solve the problem without getting anywhere. You can't sleep because your mind is in overdrive.

When you feel like this, it's the perfect time to do a brain dump. The method is deceptively simple but can reorganize your thoughts like nothing else. First, get in front of a blank document on your computer or a piece of clean notebook paper. Now, just write down everything you can think of regarding the decision you are trying to make or the project you are trying to finish. Don't censor yourself. Don't try to prioritize or make sense of anything. Just jot down every question, task and thought you have.

Once you've exhausted all the confused ideas and thoughts in your mind, take a break. Take your lunch or reply to emails. Just as long as your eyes aren't on your brain dump, you're golden. After a while, go back and start organizing that brain dump. Prioritize action items and move all the questions that need answering to the same area on the page. Within a very short amount of time, you'll have a complete, clear picture of what to do next to be productive.

Learn something new

Previously it has been thought that the brain stops developing after a certain age - usually during the teenage years. However, neuroscientists have now made the fantastic discovery that our brain continues to reshape itself. It changes its form over the course of a person's entire lifetime, and this is made possible because of the new information it receives.

Each time you learn something new, your mind becomes active, and your brain creates new connections. It is these new connections that change the overall structure of the engaged part of your brain. This phenomenon is known as neuroplasticity, and its applications transcend learning new things to compensating for traumatic injuries and disease. Learning something new organizes your mind and helps you to grow intellectually.

Talk to a friend or family member

You may have come across the saying, "A problem shared is a problem half solved." Sometimes sharing your mind-boggling questions or talking things out with a close friend or family member can help get things out of your head and off your chest. It is natural for us as humans to want to tell others what is bothering our minds while seeking solutions to our problems. Talking to a friend or family member will not only help you feel better, but your confidant may also be able to help you to find patterns that you missed. You can get clarity around what's bothering you.

Disconnect

Organizing your mind can never fully be achieved unless you learn to disconnect. That means directing your mind to become less attached or addicted to technology. It involves promoting the need to consume, use or create less with technology. No doubt, technology has provided a lot of wonderful benefits. We make use of technology in our daily lives to perform tasks that normally would require spending exorbitant amounts of time and resources to complete.

Unfortunately, we have become so accustomed to using technology in basically every aspect of our daily lives that many of us have developed an unhealthy attachment to it. Information overload on a consistent basis is not healthy for the mind and body. Your brain needs time to reflect, refresh and reenergize. Set aside one day every week to unplug. You may think it's impossible, but once you do it, you'll be amazed at how refreshed you feel. If you don't think you can unplug for a whole day, you should start smaller and work your way up. Being constantly bombarded with information keeps our minds cluttered and unable to rejuvenate.

Conclusion

Getting organized at home, at work, and in your mind are all important skills that can be learned, even if they don't come naturally. Life can be so hectic these days that time just whizzes by without you giving forethought to your environment. But science proves that our environment affects us greatly—much more than we typically admit.

Taking the time to develop this skill and put it into action is time well spent. Getting yourself together by organizing your life will save you untold amounts of time, energy and even money. It may seem like a major task at the onset, but if you stick with it, your life will be much easier, less stressful, and more enjoyable.

A disorganized home, workplace, and mind has the potential to wreak havoc on your productivity. Only you can determine if it's worth the effort and time to explore ways to improve your organizational system.

Remember that there is no “one size fits all” formula for organizing. The level of discipline, time and energy required for one person to attain their desired level of organization might not be the same for others. You have to work within your abilities and learn to grow from there. The techniques for getting it together are just the tip of the iceberg. But they are a great way to get started! Once you get going, you'll no doubt find all manner of hacks that will keep your life organized and running smoothly.

Below is a summary of the main points we covered in this book. Studying and actively applying them to your daily life will enable you to get better at organizing the key areas of your life. They include:

Organization at home

Start getting organized at home by:

- Scanning and backing up your photos

- Creating a schedule for cleaning up daily, weekly and monthly
- Keeping the hotspots for clutter clean
- Donating or throwing one thing away before buying something else
- Checking and disposing of canned goods and medicine that has expired
- Labeling and organizing stored foods
- Creating a bucket list for the weekend
- Learning to put things away immediately
- Creating an inventory and avoiding overstocking supplies
- Having a place for everything and practicing putting things in their place

Organization at work

Getting better organized at work can be achieved by making use of the following ten tips:

- Putting everything down in writing, instead of depending on your memory
- Making backup copies of everything
- Cleaning up regularly
- Recycling and donate unwanted office items
- Equipping your smartphone with a task management app
- Using a money management app
- Creating a list of your passwords in a safe app
- Unsubscribing from email newsletters, magazines and other subscriptions that you don't read
- Setting up a centralized work information center
- Learning to delegate organizing tasks

Organize your mind

Getting your brain organized can be achieved by employing the following tips:

- Picking a challenge that matches your ability
- Taming your frenzy
- Sustaining your focus
- Taking frequent breaks
- Accessing your working memory
- Shift sets
- Creating a brain dump
- Learning something new
- Talking to a friend or family member about what's bothering you
- Disconnecting from technology on a regular basis