

Get It Together

ORGANIZING
HOME • WORK • MIND

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

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

Organization at Home

Start getting organized at home by:

- 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

Organization at Home

Start getting organized at home by:

- 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

Start getting organized at work by:

- Putting everything down in writing, instead of depending on your memory
- Making backup copies of everything
- Cleaning up regularly

Organization at Work

Start getting organized at work by:

- Recycling and donate unwanted office items
- Equipping your smartphone with a task management app
- Using a money management app

Organization at Work

Start getting organized at work by:

- 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

Organization of 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

Organization of Mind

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

- Taking frequent breaks
- Accessing your working memory
- Shift sets

Organization of Mind

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

- 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

**Thank You,
You Are The Greatest**