

# Get It Together!

*The Workbook*



## **GET IT TOGETHER: WORKBOOK**

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# INTRODUCTION

Have you ever been so overwhelmed that you were unable to function? Most of us have experienced that at some point in our lives.

It doesn't have to be that way. One simple solution to overwhelm is to 'get it together' and become better organized. By being better organized you'll be in better control of your time, career, relationships, and other important aspects of your life. You'll never reach that point of being overwhelmed.

This workbook walks you through some simple, practical exercises to help you become better organized and so potentially change your life. We'll concentrate on three areas where you can quickly make a difference:

- **Organization at Home**
- **Organization at Work**
- **Organize Your Mind**

But first, let's look at the **Power of Organization** itself. Working through these initial exercises will help you understand why being organized is so important.

# **THE POWER OF ORGANIZATION**

Being organized directly affects your ability to plan activities efficiently and to think clearly and logically. Your relationships will improve and put simply, getting it together can bring you more happiness, success, time, and money.

Think about your life at it is now and think about the things you'd like to change.

### **EXERCISE 1)**

Write down three important aspects of your life you'd like to change right now.

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_

For each of those aspects above, think about and write down how being organized and being able to think clearly and logically would help you make the changes you want.

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_

You should now have some positive, concrete benefits that getting it together and being more organized can bring. Working through that exercise should have highlighted just how important organization in your life is and the benefits you could see by being more organized.

## EXERCISE 2)

As well as the long-term, life-changing benefits possible there are many shorter term benefits that you can find as well.

The benefits of organization skills on productivity are enormous. Here's a short list of ways your ability to organize makes you more productive:

- Save time
- Eliminate stress
- Increase creativity
- Meet deadlines
- Create a positive image
- Reduce clutter
- Make more money
- Save money
- Give energy and enthusiasm
- Provide a better work-life balance
- Freedom from chaos

Think through a typical day in your life and write down five to ten tasks you do most days, from the time you get up to the time you go to bed. Now think about those tasks and write down how you could boost your productivity for each of them and then how becoming more organized would help.



For example:

Task	Productivity Boost	Better Organized
Getting up in the morning	Take less time	Have clothes ready or at least organized so that I can find what I want quickly

You don't need to limit yourself to only one boost or one way being more organized would help for each task. Preferably think about more than five tasks and think of more than one productivity boost and way to be more organized for each.

The idea here is to help you understand how many things in your daily routine you could improve with a little more organization and investigate ways to do that.

Below is your table.

Use a separate piece of paper if you run out of space here. If you're putting thought into this exercise, you will run out of space.

Even better would be to use something like Evernote to keep this table and that makes it easy to add to or update in the future as you make improvements.

Task	Productivity Boost	Better Organized

# ORGANIZATION AT HOME

Your home is the first place you should begin practicing your new resolve to become better organized.

Let's look at a few things around the home where you can immediately make a difference. Hopefully, you've already identified a few of these in the table you completed above.

### **EXERCISE 3)**

#### **Create a schedule for cleaning up daily, weekly and monthly**

There's no doubt that having a clean and tidy house helps you organize things better. So your exercise is simple - create a schedule for cleaning up daily, weekly and monthly. Instead of letting things slip and finding you need a massive effort to get things clean and tidy again you should create a schedule for you and other family members to keep on top of it.

Here's an example:

#### ***Daily - Monday - Fred***

Area	Where	Do what
Lounge	All surfaces	Remove anything that shouldn't be there and put it back in the correct place

Below are your tables. Complete one for yourself first and then make additional copies if needed for other helpers. Feel free to edit them as you need to fit in with your requirements.

*Daily - Monday*

Area	Where	Do what

*Daily - Tuesday*

Area	Where	Do what

*Daily - Wednesday*

Area	Where	Do what



*Daily - Thursday*

Area	Where	Do what

*Daily - Friday*

Area	Where	Do what

**Weekly - Week 1**

Area	Where	Do what

**Weekly - Week 2**

Area	Where	Do what

**Weekly - Week 3**

Area	Where	Do what





**Weekly - Week 4**

Area	Where	Do what

**Weekly - Week 5**

Area	Where	Do what

**Monthly -**

Area	Where	Do what

## **EXERCISE 4)**

### **Donate or throw away one thing before buying something**

This technique is often called the one in, one out rule. 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.

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!

Think about the last five items you bought and then write down the five items you could have donated or thrown away for each:

New Item	What could you have donated/thrown away

Now think about the next five items you’re likely to buy and decide what you’re going to get rid of in each case:

New Item	What could you have donated/thrown away

## **EXERCISE 5)**

### **Create a bucket list for the weekend**

What do you want to do next weekend? Make the most use of your time by creating a 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 some relaxation.

So, what five tasks must you get done next weekend? Complete this list.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

# 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 can't get everyone else at work to toe the line, but make sure you set the example. Once your colleagues start to see the difference, they'll soon want to follow suit.

## EXERCISE 6)

### Use Smartphone apps

There are tons of task management and money management applications available in the download stores for both iOS and Android devices.

Task management apps work great for scheduling your day to day tasks, meetings, and errands. Money management app helps you stay abreast of your monthly incoming and outgoing balances and can even document your daily expenses.

These applications are easy to find:

For Android device - <https://play.google.com>

For iOS - <https://www.apple.com/ios/app-store/>

Go to your preferred store and find three apps for task management and three apps for money management which you think would work for you.

### Task Management Apps

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_



## Money Management Apps

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Go one step further and install the apps on your smartphone.

## EXERCISE 7)

### Unsubscribe from unnecessary emails

Over time we all subscribe to email lists and even subscription services that cost us money month after month. But how many are you subscribed to that you rarely if ever bother reading?

Having these unused services pop up in your email every day is taking you time to delete and more importantly distracting you from other more useful emails. They clutter your mind and distract you, and some are probably even costing you money!

So, spend some time going through your subscriptions and start weeding out and unsubscribing the ones you never read or use.

Make a list below of all the email lists and subscription services to which you're subscribed but never use. I've included space for ten here, but you probably have more. Expand the list as needed.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_

Now spend time going through each of them and unsubscribe. Each email should have an unsubscribe link. Tick services off the list as you unsubscribe.

Go back a week later and double check you are unsubscribed from the lists and no longer receiving email. Sometimes the unsubscribe doesn't work, and you need to do it a second time. You can probably add to the list when you review it.

## EXERCISE 8)

### Clean up regularly

As with organization at home, a little cleaning up at work goes a long way in your quest to be more organized. You shouldn't only be thinking about cleaning your desk and workplace though. Keeping everything clean and tidy on your computer will help immensely. Also, there's probably paperwork involved with your work that needs organizing and filing each day.

Only you can create your organizational system. But, late in the work day, you should plan to set aside probably 15 minutes to organize and clean your workplace, ready for the next day. The next day you'll then feel on top of things and enthusiastic about going to work.

Think about your place of work and note down in the table below the areas you should attend to each day. Be as specific as you can about exactly what you have to do to achieve the level of organization required.

Here's a couple of examples to get you started:

Item	What needs doing
Desk Surface	Clear away any paperwork that isn't to do with a current project. Either file in the appropriate place or put in the waste bin.
Email	Delete anything in your inbox that is no longer needed. Tag important items. Add any tasks to tomorrow's to do list.

Now it's your turn:

[illegible]

# ORGANIZE YOUR MIND

The significance of organizing your mind goes beyond simply arranging your home or office. Perhaps this subject shouldn't be the last one we look at, but it's important to understand those that went before it.

All the previous tasks help you achieve an organized mind.

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.

Let's look at a few exercises to help drive your mind to be more attentive and keep it focused even when you're under pressure or faced with challenging conditions.

## EXERCISE 9)

### **Pick a challenge that matches your ability**

Any task we want to complete must match our abilities. Finding the right tasks, that present you with a healthy challenge, helps to stimulate and organize your mind. But, we'll fail, easily lose focus and yield to distractions, if we pick a task that is either too difficult or too easy to complete.

A task that is too difficult will produce anxiety. One that is too simple will create boredom.

The tasks you've set yourself - do they match your ability?

Write down three tasks you've set yourself to complete in the next month:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Now, for each of those think whether your ability matches the task? Mark each task with a score 1 - 9. A score of 1 represents the task being too simple so that it creates boredom. A score of 5 is where you want to be. A score of 9 represents something that's much too difficult and is going to cause you anxiety.

Now modify the tasks, so you get each closer to that magic score of 5.

If some task you need to complete scores between 1 and 4, what can you do to make the task a bit more difficult and therefore interesting? Which tasks score 6 to 9? You need to simplify them somehow to stop you losing focus and causing anxiety.

Complete your new task list:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_



## EXERCISE 10)

### **Dump your brain**

There's always 1001 things going on in your brain and quite often if you're trying to solve a problem you can't find the solution because of brain freeze. Your mind is in overdrive.

It's a perfect time to do a brain dump. Think about a problem that's been on your mind for a while where you haven't found a solution. There are probably loads of them in there. If you can't think of anything, then use this same technique but use it to do a brain dump of problems.

In the space below write down everything you can think of regarding the problem you're trying to solve, 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. Simply jot down every question, task and thought you have.

Start now (use extra paper if needed):

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Now, don't look at your brain dump above and continue with the next exercise. Come back to the rest of this exercise later.

Try to leave it for at least an hour before you continue. Go to Exercise 11)

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OK, hopefully, an hour has passed... Let's continue with this exercise.

Go back and look at your brain dump above. There are probably quite a few surprising things you wrote down there. Things that were in your mind that you didn't even know were there! The trick now is to go back through your brain dump and write it out again in an ordered prioritized way. Try to think about the issue you were trying to solve.

This image shows a blank sheet of white paper with horizontal blue ruling lines. On the left side, there are short vertical blue lines that serve as margins, creating a series of narrow columns. The paper is otherwise empty of any text or markings.

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Now you should have a plan of action to resolve the problem you had.

## **EXERCISE 11)**

### **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.

You're probably quite focused on this workbook right now. It's good to be focused, but sometimes you need to turn that focus onto a new problem. The skill is learning to focus completely on the new task and not leave any focus on the past task.

You won't be aware of it, but your brain continues to work on the previous task. Sometimes surprising new ideas can emerge without you even thinking about it.

There's nothing to write down in this exercise - this is a completely mental exercise. You might like to try this several times over the coming days and weeks. You'll get better each time you practice.

What we're going to do is completely stop your focus on this workbook. Take a five-minute break and change your focus from your mind and instead think about your body.

Go for a walk, do some breathing exercises, stretch in your chair, do something physical and think only about your body. Switch your focus from your mind to your body for five minutes.

Do it now.

OK, you're back focusing on the workbook. Practicing this technique will lead you to better ideas and more of them when you reconvene and will ultimately lead to solid payoffs in the years ahead.

# CONCLUSION

This workbook probably isn't going to transform you overnight, but if you've worked through the exercises here, you should be well on your way to leading a more organized life.

You will have everything you need to realize a few of those life changes you set out in the first exercise.

But, this isn't just a one-shot workbook that you work through once and put it to one side. It's something you need to go through regularly. Each time you complete an exercise, you'll gain just a little bit more.

Commit to its teachings, work on the above skills regularly, and you will find things in your life start to fall into place.

You have the foundation now, work on it and put into place what you've learned.

To your success!

