



**GET ORGANIZED  
NOT OVERWHELMED**

# Ten Tips for Getting Organized *without* Getting Overwhelmed

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*Getting organized is the single most effective thing you can do to de-stress your life and become happier, calmer and more productive. But how do you get organized without getting overwhelmed?*

*If your apartment or office is chaotic and cluttered, it can feel like a mountain of effort right in front of you. You may have no clue as to where to start. Does just thinking about getting organized make you feel anxious or even panicked? The good news is that taking control of your life starts now. There are many things you can do to get on top of the clutter and take back control of your life.*



every day, those chunks of time will build up quickly without feeling overwhelming. Commit to a regular declutter and the prospect of tidying up will become a lot less daunting.

### **3. Focus**

Do one thing at a time. Pick a room or just an area within a room. If that feels overwhelming start with the kitchen counter, table or a drawer. Multitasking is overrated and stressful. Instead of getting things done, your attention gets scattered, and you risk having lots of things half done. You'll also be stressed out and anxious into the bargain. Slowly and methodically work your way through your list, and you'll get it done with minimum stress.

### **4. Get help**

You don't have to do this on your own! Get the whole family involved in taking responsibility for decluttering and keeping things organized. Delegating tasks is a key aspect of good management, and there's no reason why you shouldn't delegate at home as well as the office.

Have a family or household meeting and make a communal list of household tasks from feeding the pets to laundry, kitchen cleaning and stacking and emptying the dishwasher. There can be age-appropriate tasks for everyone. Keep in mind that if you have been responsible for most of the housework, it might be difficult to give up control, especially quality control. Trust the people in your family or household to step up and take responsibility.

### **5. Use technology**

There are so many technological supports to help you organize your life nowadays. You can use computer software or smartphone and tablet apps to schedule tasks, appointments, bill payment reminders, travel arrangements, and exercise. Apps like Konmari and Flylady will help you to declutter your house and make responsible decisions about what you want to keep as well as track your decluttering progress.

There are even apps like Procrasterapp to help you stop procrastinating and break through the feeling of being overwhelmed by suggesting next steps.

Even using the notepad function on your phone will help you stay in control. And don't forget to make sure your phone and computer calendars are synchronized!



## 6. Make tidying a habit

Make it easier to be tidy by thinking of clutter as just a bad habit. You can change that habit right now by committing to making tidiness a habit instead. As a first principle, make sure you put away whatever you're using as soon as you're finished. That means filing papers or documents, putting your coffee mug in the dishwasher, putting the stapler back in the drawer, your dirty socks in the laundry hamper, that wrapper straight in the trash, shopping and clean laundry put away as soon as it's ready.

That will all be much easier if you make sure that everything has its own 'home' – plates, cups, and bowls in one cupboard, important documents filed together in a desk drawer, books sorted into categories and clothes neatly arranged in the closet. Doing household tasks like laundry is easier if everyone has their own dirty clothes hamper and a clean clothes basket. Clean folded laundry should be put straight into drawers or hung in closets. Empty the dishwasher as soon as its cycle has finished

and start refilling it. There should be no dirty plates on counters or tables. Once tidying has become a habit, things will never get out of control again.

## 7. Commit to some priority basics



Most of us have a couple of basic tasks that help us feel like our home or office is organized and neat. Take a few minutes right now to think about what those are for you. It could be making sure that the kitchen counters or table are always clear, or the mail is always sorted and dealt with or that you've made the bed. If you commit to doing these every day without fail, you will always feel base-level organized.

Having surfaces that are uncluttered will help you reduce mental clutter and make you feel calmer. A simple habit such as making your bed every day can have a surprisingly powerful effect on your energy, mood, and approach to your day. Whatever else happens in your day, if

you've made your bed and the bedroom looks neat and cared for and you will carry that feeling of competence into your day.



## 8. Plan your meals

A weekly or monthly planning session to organize meals and grocery shopping can save you time and money and release your mind from the daily micro-decisions of what to have for dinner. Decide on ten or twelve 'core meals' and batch cook, so your freezer always has some meal options available at any one time. You can also save money by buying what's in season or bulk buying at the grocery store.

## 9. Organize your finances

Financial clutter is not only extremely stressful, but it can also cost you money. Get into better financial habits by setting up a budget and sticking to it. Keep track of your spending and saving with spreadsheets or apps that will give you progress reports or alert you to problems before things get out of hand.

Consolidate your accounts with one bank or financial institutions. That will make it easier to track your finances, and you'll be able to take advantage of the many bonuses and incentives offered to multiple account holders.

Manage your spending by avoiding impulse buying. Track your spending in a spreadsheet or notebook and make purchasing a conscious decision. Not only does writing it down make you pause and think before you buy, but you'll soon be able to see where your money is going. As a bonus, once you've decluttered, you'll have a much better idea of what stuff you have. You'll be less likely to buy duplicate items, and you'll think twice before bringing a new thing into the house.



## 10. Declutter your digital life

Digital clutter builds up before you know it. You can start by cleaning up your computer desktop and making sure all your documents are named, using whatever naming convention works for you. Properly sort and arrange your files into folders. Photos can get out of control quickly, so be ruthless about naming and organizing them and only keep the good ones!

Streamline your online world by committing to taking control of the time you spend with emails and on social media. Social media can be a black hole of time wasting. Allocate a certain amount of time to check social media instead of constantly checking your phone. You can make it easier for yourself by using a blocking app like Freedom or moving your social media apps into a separate folder on the last screen of your device, so you have to make an effort to open them.

Limit your email checking to twice a day. Deal with whatever is in your inbox by putting important messages in folders and deleting the rest. Aim for a zero inbox at each session!

*If you follow these simple tips, getting and staying organized won't seem so daunting. And you'll find that having an organized life is good for your mental, physical and financial health. Your stress levels will go down and stay down, which has been shown to reduce blood pressure and inflammation in the body. You will be less likely to get depressed, and your immune system will be stronger. You'll have more time to exercise, and you'll sleep better. You'll also have more time and energy for your family and for doing the things you enjoy.*



If you would like a little more help, sign up for my 5 week mini-course. Each week you will receive some tips and a workbook to help you overcome the clutter in your mind and your space.