

Organizational Skills

Imagine a life unhindered by clutter or distractions.

You don't need a complicated, color-coded system to **START ORGANIZING YOUR LIFE** and priorities.

Staying organized is essential to accomplishing our goals. When we streamline clutter and get rid of waste, we can focus more of our resources on what we feel is most important in life. While organizational skills are necessary, different things work for different people. What does organization look like for you?

QUESTIONS TO ASK YOURSELF

If you're unsure where to start when it comes to getting organized, consider keeping track of your activities during a typical week, and document how you spend your time. What activities tend to waste your time? How can you minimize or eliminate these from your schedule?

Having a clear vision and goals for the long term can also be an important part

of de-cluttering your life. Does the way you spend your time reflect these goals? What are the daily and weekly tasks that help you achieve your goals? Often we lose sight of long-term goals when we get distracted by tasks that feel urgent but ultimately aren't important.

Every day, you should ask yourself, "What are the three most important tasks I need to complete today?" Focusing on three items can help you feel less overwhelmed. You're more likely to stay productive when you're not thinking about everything at once.

ACTION STEPS

Practicing the following healthy habits will help you develop resilience and cope with life's stressors:

- ✓ **Start small** - Organizational overhauls can feel overwhelming. Start with small tasks that motivate you. Perhaps you can de-clutter your desk or sort through some paperwork. Work your way up from there.
- ✓ **Plan for the day** - You can avoid morning confusion by planning for your day the evening before. Consider picking out your clothes or packing your lunch. Gather the files or books you might need. This may help you fall asleep faster too, as your mind is not preoccupied with the morning rush of responsibilities.
- ✓ **Avoid interruptions** - Sometimes we have to stop and address concerns that interrupt our day. But other

distractions, like emails or voicemails, can often wait a little longer. We might feel pressure to respond immediately, but this can take up valuable time. Limit the amount you check email or social media to two or three times per day.

- ✓ **Time limits** - Give yourself an ending time for tasks you don't enjoy. You'll stay more motivated when you know there is a time limit. If you can't do this, break up the task into smaller steps. Do activities you enjoy between the smaller tasks you don't.

KEEP IN MIND

You might receive some pushback at first when you say no to certain tasks, but you'll be more useful to yourself and others when you decide what's important. Don't apologize for organizing your life according to your own priorities. You'll feel great when the important tasks are complete, and you'll enjoy your progress on the road to success.

What steps will you take to organize your life and focus on what's important?