

## **Good to GO (Get Organized) in 5 Simple Steps**

### **Decide to Decide**

1. Analyze your situation or consider hiring an organization consultant.
2. Consider daily activities when developing an organization system.
3. Know why you want to get organized.
4. Set long-term and short-term goals.
5. Keep your organizing simple and easy.
6. Learn how to throw things away.
7. Plan ahead.

### **Build Your Organization Skills**

1. Spend a few minutes each day organizing.
2. Create a comfortable environment in which to work.
5. Admit to the mistakes you have made, but don't beat yourself up about them.
6. Make a determined effort to systematically reduce clutter one area at a time.
7. Remember, when organized, you work faster and more efficiently.

### **Use the Right Organizing Tools & Make Them Work for You**

1. Identify everything with labels whenever possible.
2. Use a binder, notebook or daily planner to record notes and information.
3. Create a phone log to track important calls.
4. Use a calendar – electronic or paper based.
5. Try a PDA to stay on track (there are many good ones available).
6. Consider new products that may work for you.

### **Learn to Manage Your Space**

1. Customize your space using a system that works for your individual work and lifestyle.
2. Reduce, reuse, recycle.
3. Be willing to take a fresh approach and break bad habits.
5. If you haven't used it in the last 6 months, get rid of it.
6. Donate old materials to charity.
7. Limit storage to a clearly defined area.
8. It's okay to create a few piles, temporarily.
9. Keep all of your information in the same place.
10. Don't just set it down, put it where it belongs.

### **Be Determined to Maintain Organization**

1. Create a strategy.
2. Review and adjust previously set goals. Find what works for you.
3. Don't overwhelm yourself. Take one project at a time.
4. Relax, don't panic, organization is a process.
5. Don't make excuses.
6. Reward yourself for being organized.
7. Stay focused when organizing.

8. Don't give up.