

Getting Started - How Start to Organize

Don't compare. You can use a very organized person as a role model or as someone to learn from. But stop comparing yourself to someone else. There is no way your lifestyle and circumstances are exactly the same as some else. Instead, set up a few reasonable and do able goals like uncluttering a drawer or doing three items on your to do list. Write goals down with deadlines and schedule time to work on them. As you do them compare what you've written with what you've actually done.

Start somewhere. It doesn't matter where you start, as long as you start somewhere. Just by getting started, you've already won half the battle.

What's bothering you the most? This is usually the best place to begin.

Where do you spend most of your time? The kitchen, living room, family room, etc.

Make an appointment. Block out a specific time to begin working on your goal. Write it in on your calendar like any other appointment so that you don't have a conflict in your schedule.

Being committed means doing. The only way to prove you're committed is to physically start organizing.

Commit to 15 minutes. Instead of finding hours to work on you goal, set aside 15 minutes each day or 15 minutes each week just start.

Small chunks. Instead of thinking about the huge project ahead, break it down into bite-sized manageable tasks. Like instead of doing the whole kitchen pick a section of counter top to organize.

Be realistic. About your organizing goals and deadlines. It isn't generally possible to organize a clothes closet in 5 min. but you can weed out a sock drawer in that time.

Find support. Ask your spouse, child, friend, or neighbor to 1) see that you start and 2) continue to work on your goal till completion. Choose someone ruthless - someone who won't give up cheering you on till you're done.

Get comfortable. For physical organizing wear comfortable clothing that you're not afraid to get dirty so you can really dig in and get going. If your doing an office-type project many people tend to be more productive and take the job more seriously if they dress more professionally. But wear what works for you.

Be awake. Get enough sleep the night before at least eight solid sleep hours so you have lots of energy.