



Your Lifeline to Organization!

Grab Hold of
These Easy and Simple Strategies to Getting
(and Staying) Organized



**TIME
TO GET
ORGANIZED**

About Lynn



Lynn Moore CAC, is the creator and CEO of Clear Goals Coaching™. Lynn refers to herself as an 'information sponge' and even when she would like to turn it off, her innate craving to constantly have her nose in a book, glued to the computer monitor or her ears begging for mercy after hours of listening to info on audio, still have her asking her favorite question, "why?"

Her constant quest for answers has perfectly suited her to be a Goal Coach, particularly for women in business who also balance family relationships.

Her clients invariably enjoy her unique brand of quirky humor because as Lynn maintains, we learn best through emotion and what more enjoyable emotion is there than laughter. Besides which, it produces all those wonderful little endorphins! She has always wondered what an endorphin looks like and if anyone has a picture she asks (no, begs) that they please send it to her!

The fact that "getting organized" is found on almost every goal list she has had the privilege to read was the catalyst that motivated her to write "Your Lifeline to Getting Organized".

Enjoy!

You can reach Coach Lynn through her website:
www.ClearGoalsCoaching.com

Just for fun, Lynn's Blog: www.travelswithmycoach.com

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Introduction

Being organized is not a goal worthy of your time, effort and investment for its own sake, but being organized is often necessary to make other goals manageable

Jerri felt trapped by the contents of her home and desperate to change a situation that was paralyzing her life. She was so embarrassed that someone might see inside through a window that she kept all of her blinds closed. The dimly lit interior was depressing on the bright sunny days of May. Inside was a waist-high maze of dozens of boxes, bags of empty soda bottles, stacks of unopened mail, and layers of clothing.

Jerri confesses that she has always found it impossible to be organized. She just could not decide where things should go. She had not allowed anyone, even close friends and family members to enter her home for years. It took tremendous courage for her to invite someone into her space, into her life, and this 29-year old finally reached a state of such frustration and powerlessness, she broke down and tearfully admitted, "It's overwhelming. I just don't want to live like this anymore!"

Totally overwhelmed. That's the feeling most commonly experienced by those who find themselves in the midst of the chaos and clutter that grows with every mail delivery, notice from school, ring of the telephone, full email box or arrival home from a shopping trip. The piles grow because decisions aren't made (procrastination). How can decisions be made when one doesn't know the choices she has? Frustration and exhaustion set in and the result is the despairing sense of being "overwhelmed."

Daily life should not be so hard! Especially when it can be so easily fixed.

This article is written as a Lifeline from me (an organized and structured individual all my life) to you, the person to whom I am so excited and pleased to share some of my practicality and strategies.

Do you find yourself in the following type of scenario every time you need to go somewhere or get something done? Your keys are nowhere to be found and you give 'that look' to the dog (15 minutes to find them). Your child comes to the door, ready to go, with only one shoe (another 15 minutes until you finally just chose a different pair of shoes). In the junk drawer you have located the bills that needed to be mailed yesterday in order to avoid more late fees, but where are the stamps? You set the keys down to locate the stamps and now, where are the keys? And where the heck has your child gone?!

In exasperation you think “If only I could get organized...!” You have a sense of what you want to do, need to do, but you somehow cannot seem to get there. It’s like one of those dreams wherein you can’t seem to run faster than in slow motion.

You’ve made efforts in the past, read the books, purchased containers, sorted and stuffed and stowed only to find, a short time later, it seems worse than ever before. For some reason, you and Calamity Clutter are joined at the hip. You even fear filing a paper away because you may never again find it. But the chances of not being able to find it anyway are extremely high, so seems you’re damned if you do and damned if you don’t. Could it get any worse?

For some of us, this is an occasional scenario, but for others, the constant confusion not only disables an otherwise productive life, but can send you to the Psych Ward where you ask to be committed.

***“Nothing is so fatiguing as the hanging on of an
uncompleted task”
~ Henry James***

“But I Don’t Have Time to Get Organized!”

That’s a contradiction if I ever heard one!



Organization and Time Management are conjoined twins. Everything one does affects the other. If time management is a stressor for you, becoming better organized will have a profound effect on your timetable.

How do you spend your time?

You have likely heard the tale about your account in the Time Bank and how you have exactly 24 hours deposited every day. No one gets any more or less than another and each new day your account goes back to zero and another brand new 24 hours is deposited. Now, why is it that some of us seem to be grasping at time, needing more and more, while others seem to be enjoying their time?

Just as how you spend your money can also be revealing, how you spend your time says a lot about who you are.

Take a moment to think about this. Just for fun, compare your spending habits with your organizational habits. Are there similarities? If so, jot them down for future reference.

MAKE A NOTE:



Every time you see this graphic it’s your cue to pick up your pen and paper and write. This is your first strategy in becoming organized!

What comes with organization?

For starters...

1. a sense of peace
2. a sense of being in control
3. a sharp decrease in stress levels

Jeepers! Any one of those is worth a bucket of gold golf balls let alone getting organized!

Want some more?

You will be able to make better use of your time away from work to enjoy a hobby or project or have that quality time with kids and loved ones. Perhaps you are a single parent, doing the Double Parent Quickstep every day and would love to slow it down to a waltz. Most importantly, especially for women, you will be able to rid yourself of those feelings of guilt.

Yah! Pump that fist!

Chaotic surroundings contribute to a chaotic mind and vice versa. But with a place for everything and everything in its place, you experience such a sense of freedom in body and mind. Organized, neat surroundings and time tables produce more productive thoughts and more healthy bodies.

If you are a person who thrives on accomplishments and due to disorganization you can't get things done, imagine how you are going to feel when you do sit down to write that book, build that boat, paint that room, go on that vacation. Fill in your own blank here.

Can you picture yourself with time available for your own unique enjoyment? Taking a walk in a park, on a beach or window shopping on a city street, listening to favorite music that makes you want to dance or dream, reading an absorbing novel you just don't want to put down, enjoying the feel of warm earth as you garden, or watching a bit of TV guilt-free. These are just some of the gifts you will give yourself when you get organized.

Now I can't promise you that bucket of gold golf balls, but I can promise you a much more peaceful, enjoyable, self-esteem-filled life with organization as one of your partners.

Could this be one of your goals? Okay, Let's get started!