



Monthly Productivity & Balance Newsletter | February 2018

Get Organized and Stress Less

Getting organized is a great way to start moving toward a healthier life. Cluttered and disorganized spaces can have a negative impact on our health, causing us to be distracted, overwhelmed and stressed. While it may seem difficult to remain organized with busy schedules, demanding workdays, and only 24 hours in the day, removing clutter can be simple. Follow the suggestions below to get organized and reduce stress.

Set Rules

Before jumping in and tidying up, it is important to set guidelines and stick to them. These guidelines will direct your effort and help you to remain organized for years to come. When determining these rules, consider your overall goal for organizing your space. Examples of simple guidelines may include “If I haven’t used this item in over two years, I will donate it to charity,” or “All papers that do not have a clear need must be recycled.” By putting these rules into place, you will be able to decide which items should be kept and which should be discarded.

Make a Plan

Successful endeavors require planning. To organize your space and keep it clean, put together a plan of action. First, create a list of achievable actions to guide your efforts and then begin sorting and categorizing items. One simple way to ensure that your space will be cleaned and organized is to sort every item into one of three piles. Determine what items are to be kept, what items should be donated to charity, and what items are no longer of value. By creating these “keep,” “donate,” and “trash” piles, and immediately removing the donated and trash piles, you will not be tempted to hold onto items. Once you are left with items that you have a reason to keep, you can clean and rearrange the space.

Ask for Help

Cleaning and organizing your home does not have to be a one-person job. Split duties up among each member of the household, or ask a friend to spend a weekend sorting and arranging with you. Turn the effort into a competition or treat your friends to a thank you dinner. Working in a group will save you time and make the process much more enjoyable. Organizing is much more effective when you have a helping hand!

Take Your Time

Just as you wouldn't expect to lose 50 pounds or earn a degree in one month, getting organized takes time. Rather than diving into cleaning and organizing your entire home and office, break the space down into areas. Choose to organize the space room by room or by category to simplify the process. For example, you may want to start by sorting all of your clothing, then move onto books, next kitchen items, and finally paperwork. By focusing on each area or item, you are more likely to complete the task and move onto the next without getting stressed or overwhelmed.

Create a Schedule

To ensure you remain organized throughout the next few months and years, create a schedule of small duties that will ensure your space remains clean and tidy. This may involve going room-by-

room every few months to identify any items you may no longer need. A piece of clothing that you decided to keep may still be buried in a drawer, untouched. A book that you wanted to read again may no longer have its original appeal. That new gadget that you just had to have may no longer have the same allure, leading it to take up space and gather dust. If you make a scheduled habit of reevaluating your needs, you will be able to remove unnecessary items from your space, keep the area cleaner, and ultimately determine what new items are worth purchasing.

Maintain Daily Tasks

Those dishes may be able to sit for a day or two and that pile of laundry on the floor may not be in the way, but tidying up after each day can help you avoid future clutter and stress. Small habits like doing the dishes after each meal and taking out the recycling each week or month, can help you to avoid having to organize your home and office again next year.

Taking on the New Year in a clean and tidy environment will boost your mood and help you to face this year's challenges and excitement, head-on!

For more information about organization or to reach a Behavioral Health or Work/Life Expert, contact eni

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