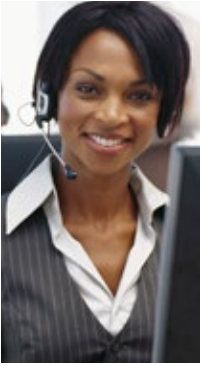




BalanceWorks® Newsletter

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Get Organized

Organization brings order to our daily routines. Did you ever notice that you accomplish more when your desk is clean, or you really look forward to climbing into bed when it is made up, or that you can really relax and watch that movie when all of your laundry is done?

Being organized has so many benefits:

Less Stress – When you are organized, you can find things more easily, you are on top of due dates, and you are not trying to complete everything at the last minute, eliminating a great deal of the controllable stressors in your life.

Greater Productivity – When your professional and personal lives are already organized, you can focus your efforts moving ahead. For example, if your files and research are well organized you can dive right into that new project at work.

Improved Relationships – Conflict can arise in relationships due to missed birthdays or anniversaries, an

overly cluttered living space, forgotten errands, etc. Being organized can eliminate these needless squabbles.

Greater Relaxation – When you are organized and don't have countless outstanding agenda items on your mind, you can truly relax and be in the moment.

More Fun – Just like with relaxation, when the majority of your life is organized, you can really let go and have fun. It's difficult to lose yourself in the music and enjoy that concert you've been looking forward to if all you can think about is how messy the house is or all the bills that are piling up.

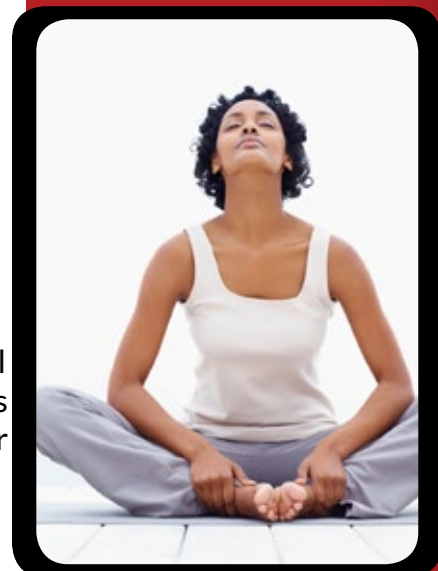
Me Time – Simply put, being organized gives you more free time to do the things you enjoy!

Improved Health – With so much to take care of everyday, our own personal health often comes last. Let's face it, it's easier to just grab some fast food rather than cook a healthy meal and by 8:00 at night we just want to collapse on the couch rather than workout. However, with some organization a home cooked meal is no longer so farfetched and you

For more information or support on organization, contact the work/life experts at **BalanceWorks®** by calling:

1.800.327.2255

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will find yourself with some extra time to squeeze in that workout.

Now that we see how beneficial organization can be, let's take a look at some tips to increase the level of organization in all areas of our lives.

At Work

- Organize your contacts
- Organize your files
- Create to-do lists
- Place deadlines on your calendar

At Home

- Laundry – Pre-separate colors and fabrics so laundry can be done quickly
- Cooking – Chop all fruits and veggies that you plan on using for the week on Sunday so homemade meals can be cooked in a snap each evening
- Make your bed each morning
- Stay on top of dishes
- Designate specific areas to hang keys, place mail, etc to reduce household clutter
- Prepare at night – pack your lunch and pick out your clothes each night and you will get out the door in a flash each morning

Financially

- Establish a home for all incoming bills
- Designate one day per week or month to pay all bills
- Enroll in auto payments if applicable
- Place all due dates on a calendar
- Create a budget and stick to it
- Create a list prior to shopping – this saves time and money from buying groceries to buying gifts



Personally

- Keep track of important dates such as birthdays and anniversaries for the important people in your life
- Go through your closet and donate any clothing and shoes that you no longer wear at least once per year
- Stay on top of doctor's appointments – annual physicals, routine tests, etc.
- Schedule me time – If you are organized and still have very little free time, place some me time on your calendar – book a massage, reserve 30 minutes each evening to finish that novel, or wake up an hour early to get to the gym.

Getting organized can initially feel like a lot of work, but once your life is organized you will find yourself with more free time and much less stress!

Remember that eni's Personal Assistants are available to provide our members with additional tools and resources to help with organization.

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