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Today We'll Discuss....

- Are you organized?
- Planning it!
- Getting the resources
- Doing it!
- Getting organized at home
- Getting organized in the workplace

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Statistics

- Cleaning professionals say that getting rid of excess clutter would eliminate 40% of the housework in an average home. *(National Soap and Detergers Association)*
- 1 in 11 American households rents a self-storage space, spending over \$1,000 a year in rent and contributing to a multi-billion dollar industry.
- 80% of the clutter in most homes is a result of disorganization, not lack of space.
- For every hour of planning, 3 to 4 hours are saved from redundancy, waiting for information, not being prepared and poorly managed tasks.

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Are you organized?

- Do you find yourself looking for things?
- If you look around your space do you see clutter? Stacks/piles?
- Can you find your important papers easily?
- How does this effect your co-workers? Family members?
- Are you paying for storage space outside of your home?



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Are You Disorganized?

- Do your junk drawers have junk drawers?
- When you ask your phone's personal assistant what your day looks like it responds, "You don't want to know."
- Do you regularly check your Facebook page to see what you've been up to?
- Has your personal philosophy become, "If I can't find it, I probably don't need it"?
- You see people who are organized as suffering from a diagnosable mental disorder.

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Reasons for being disorganized

- Life situations
- Our habits
- Family history.. how we were raised
- Social behavior
- Chronic issues
- Inability to make decisions about "stuff"
- Accepted disorganization

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Procrastinators Anonymous

- What are you waiting for?
- Too much, or not enough, time?
- Tomorrow never comes and when it does it's today.
- Wait-Lifting



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Organizational Skills: Separating Fact from Fiction

Myth or Fact?

You have to be neat in order to be organized.

Myth: Being organized is not about appearance, it's about function.

You have to be born with the ability to be organized.

Myth: Being organized is a skill and like all skills it can be learned.

Throwing things away is the only way to get organized.

Myth: You don't have to get rid of anything, you just have to find a place for it.

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Why get organized?

- What's the carrot?
- Why do you want to get organized?
- How will your life be improved?

**Organizing may take
more time than you think
but its time well spent!**

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Background Stress

- It's the little things that count
- Control the control freak
- The thorns in your side
- I can't stress this enough

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What being organized does for you..

- Makes things easier to find
- Reduces stress
- Makes a good impression
- Improves safety
- Improves relationships
- Increases productivity
- Saves money!

What are some of the
benefits of being organized?
Your thoughts?

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Planning

- Go room by room and evaluate
- Make lists
- Visualize what you want your space to look like
- Divide and conquer, start by sorting like things together-
don't over think it – assess what you have
- Decide what to keep, sell, donate or throw away



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What do you need?

Think about resources that will help you to be more organized.

- A-Z File
- Bins/baskets
- Drawer space
- Labels
- Garbage can - throw stuff out!
- Time (set up a regular time to do your organizing projects weekly – a little at a time)

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Getting organized at home – Best Practices

- You don't need two of anything
- Have an empty cabinet/drawer as a backup
- Save one object, donate one object
- Find a good place for everything, and put everything away in its place
- Simplify, simplify, simplify!
- Break your organizing into small projects don't try to tackle your whole space in one day – set goals

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Getting Organized at Work

- Your work surface
 - Only keep what you are working on at that moment
 - Use technology, calendars, to do lists on Outlook or other programs.
- Create an A-Z file and use it
- Think before you print!
- Only Handle It Once (OHIO)



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Storage Pros and Cons

Pros

- There are times when you may need to store some items
- It can free up space so you can better use your living/work space
- Create a space for items so everyone in the family or office can find things (supplies, tools)

Cons

- Storage can be the delay of decision making on what to do with "stuff"
- Out of sight out of mind can lead to storing unneeded items
- Off site storage can be expensive
- It leaves a problem for loved ones when left as part of an estate

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It's About Time

Follow the 5 Ds to make the most of the time you have:

- Delete the task: Create a Not to Do list for things you have decided can't be done.
- Delay the task: Decide what is still important but can be done later.
- Diminish the task: Reduce the task to its most basic components.
- Delegate the task: Ask for help.
- Stay Determined to stay on task: Be aware of distractions and bad work habits

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When it becomes a problem...

- Some clutter is healthy... to a certain point
- When you think it may become unhealthy, and you feel you cannot throw things out you may want to contact your EAP or a counselor for help
- Take a class on organization
- Find a support group

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Call Your EAP Today!
800-999-7222
Or go to our website at
AnthemEAP.com
Login: Fulton



How EAP Can Help ...

- Face-to-face counseling sessions
- Legal/Financial consultations
- Child/Eldercare consultation & referrals
- Daily life resources
- ID theft recovery
- Free credit monitoring
- myStrength – Health Club for Your Mind
- Let's Talk Depression – A Multi Resource Tool Kit
- Comprehensive website
 - Resources
 - Self assessments
 - Health/wellness library
 - Legal forms


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Resources/Apps

<https://www.easilydo.com/>
<http://www.napo.net/>


Phone Applications
Key Ring
ZipList
Awesome Note (+Todo)



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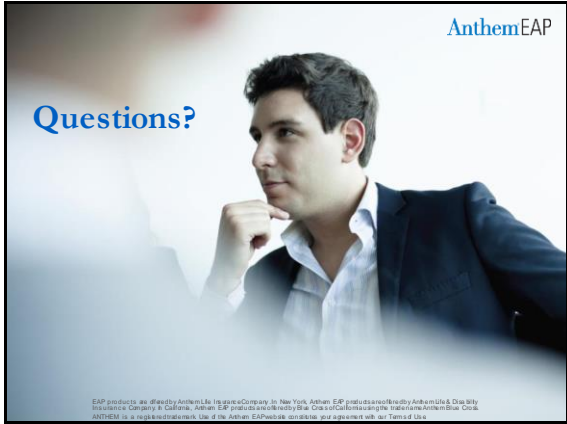
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