

The Organized You

by Angie Johnsey

The Problem:

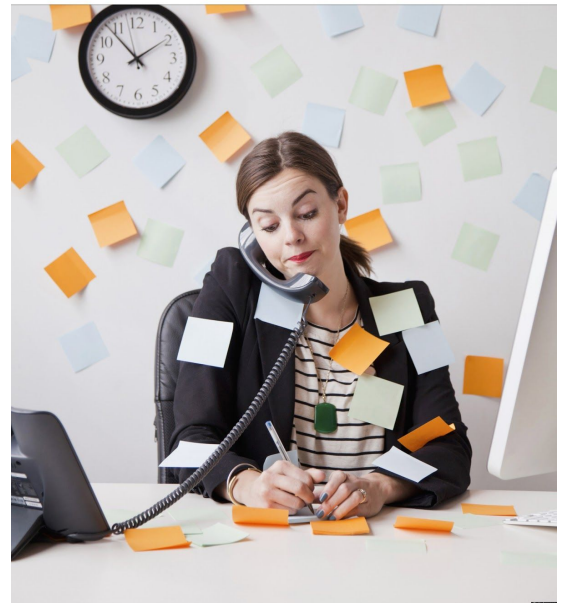
You may find yourself unable to find those commonly used items such as keys, shoes, scarf, phone, etc. You may waste valuable time and energy looking for these items often which in turn adds unnecessary stress to your mind and body.

The Solution:

The solution to this problem isn't rocket science. It is merely taking the time to think about this issue instead of ignoring it. There are two things the mind needs to do here. 1. Make a plan. 2. Create a habit.

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Making a Plan.

Take a few minutes of your time to give this issue some thought and attention and create a plan. Document your plan of action in a journal and write your goal: Be More Organized. (We use a journal throughout our 30 Day programs to keep your mind organized, relaxed, and productive. You can learn more about how to use a journal to organize your mind.)

Now list all the items that seem to find themselves missing in action. For each item, decide on a designated area for each to reside when not in use. For example, You may have small items that become lost in your purse. All of us ladies have experienced the black hole that exist in the bottom of our purses and bags. A plan could be to buy a pouch that would be designated to live in your purse and house the small items that prove difficult to find.

Digging around for this items created frustration and stress for the mind. This is a very simple solution to avoiding unnecessary stress. Again, this isn't rocket science or new information. All that is needed was a little time and mental energy to create a plan and a solution.

Misplaced Item	Designated home	M	T	W	T	F	S	S
Ex. Keys	In the red bowl beside the front door	✓	✓	✓	✓	✓	✓	✓



Creating a Habit.

Misplacing things is just a habit of not paying attention to where we leaving or placing certain items. Our minds tend to do this when we are functioning on autopilot, meaning we are doing physical task while our minds are off thinking about everything it needs to do tomorrow.

In order to change this, we need to retrain your mind to be more mindful when it comes to the ordinary, meaningless task you are carrying out without any thought. To retrain your mind and create a new habit, perform an items check each night before bed to ensure that all items were present in the previously designated area. It is important to repeat this items check each day.

REPETITION is necessary to create a new habit and FOCUS is necessary to be consistent with repetition.

Journaling and writing out a plan, helps to keep goals in focus and increase the likelihood of achieving those goals.

What time each night would I like to retrain my mind by doing an items check? _____.
You can use the table above for your daily check list.



Reduce Visual Stress.

An additional plan you may want to consider is to reduce your visual stress by decluttering and organize your most frequented spaces. Visual stress can be overwhelming to the mind and make focus, productivity, and creativity difficult if not impossible. The mind can even internalize this visual clutter and tell you that “you or your life is a mess”. The fact is, your life is not a mess. Your office may be a mess, but that does not mean your life is a mess.

The mind tends to make assumptions, and turn things into problems or bigger deals than they actually are.

What day could you spend some time organizing your most frequented spaces? _____

_____.

Do you have time to keep these spaces clear of clutter and organized? If no, who could you ask for help? _____

_____.