

ORGANIZATION

SELF TALK THAT INTERFERES WITH BEING ORGANIZED

When confronted with the decision to be organized or not, you engage in a little talk with yourself. In the list below, you will find some of the statements you might say to convince yourself not to be or stay organized. These statements lead to the conclusion, "I will not take action to be or stay organized now." However, the statements are not always true, rational, or realistic ways to describe your situation. **Learning to identify your ineffective self-talk will lead to more self-motivation, less procrastination, and better study attitudes.** When you hear yourself saying or thinking the thoughts below— **CHECK THEM** or you're headed for trouble.

I don't feel like being organized.	This stuff is stupid to spend time on.	I can't concentrate.
I'm tired.	I don't need to be organized right now.	My mind wanders too much.
I'm hungry.	I was organized yesterday.	People distract me.
I'm sleepy.	I can do it later.	I can't be organized here.
I'm bored.	I'll have plenty of time to do it later.	I can't be organized now because I'll miss...
I'm busy.	If I do this now, I'll only mess it up later.	I'll miss things if I spend time getting or staying organized.
This is too hard.	I won't have time to finish anyway.	can't be organized and do the things I want to do.
I don't know how to do this.	It doesn't make any difference.	I have other things to do now.
It's hopeless.	It's really no use.	No one else is doing this.
I'll never need to be organized.	Organization won't help me.	

Dispelling the Top 7 Myths about Being Organized

There are a lot of myths going around when it comes to getting and staying organized. Here are the top 7, along with the truths.

MYTH 1: BEING ORGANIZED MEANS BEING NEAT.

While you can certainly be neat *and* organized, the two terms should never be confused with each other. While you might have "neat" piles of, or "neat" boxes piled on top of each other, or objects lined "neatly" in a straight line, you may still not be able to find a single thing when you need it. Being organized means you're using a structured system that allows you to find everything you need when you need it, and you get everything done when it's due— without frustration, chaos, or stress.

MYTH 2: TO BE ORGANIZED IS TO BE CLEAN.

Once again, while you can be BOTH organized AND clean, those terms should not be confused. Cleaning means you're removing dirt, grime, and otherwise preparing a sanitary surface. But, you can have the cleanest home or office on the block and still be disorganized.

MYTH 3: TO BE ORGANIZED MEANS TO SCHEDULE EVERY MINUTE OF YOUR DAY.

While schedule appointments, projects you need to complete, chores, etc. is *highly* recommended, you certainly do not have to schedule every *moment* of your day to be organized.

'Scheduling is the fine art of packing every day JUST FULL ENOUGH of the most useful activities.' Never overload it. Your schedule should always allow you time for spontaneity.

MYTH 4: ONLY CERTAIN TYPES OF PEOPLE CAN BE ORGANIZED.

While there are a very small percentage of people who "don't have the ability" to be organized, such as someone with a serious illness, most people CAN be organized. Being disorganized is not a disease, it is a decision. If you truly want to be organized, there are proven systems to help you. Once you know these systems and apply them to every day of your life, you will be organized.

MYTH 5: BEING ORGANIZED TAKES LOTS OF TIME AND EFFORT.

The truth is, it takes a lot *less* time and effort to be organized than it does to be disorganized. Disorganization takes more time than you can imagine and ensures that large obstacles are always directly in the path of "getting things done." Getting and staying organized is not rocket-science. The systems and ideas, once learned, applied, and practiced, can become as simple as brushing your teeth or combing your hair.

MYTH 6: EVERYONE I KNOW IS ORGANIZED, EXCEPT ME.

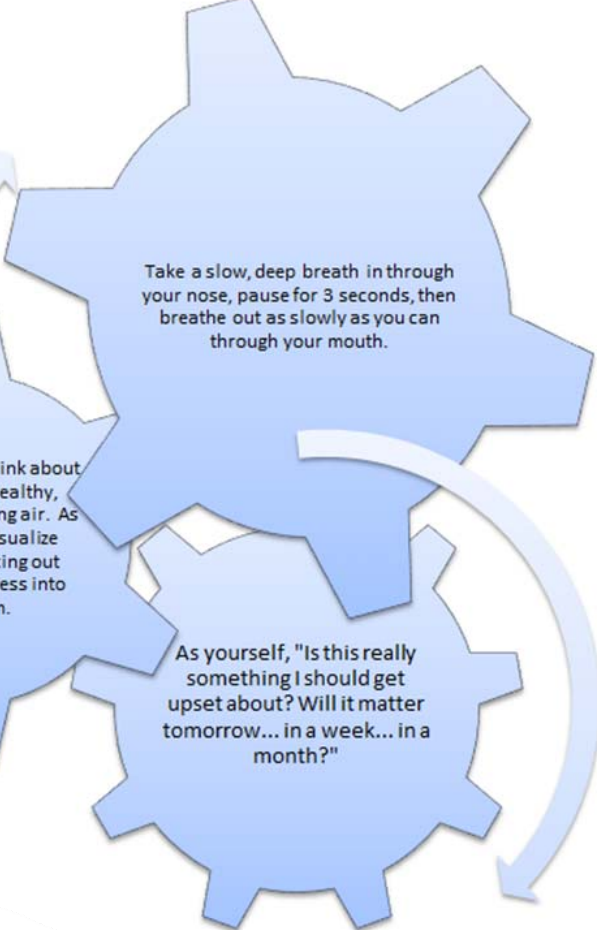
Beware of this myth. Being organized is both an outer and inner trait. Unless you really know a person well, you really can't come to this conclusion. For example, someone may have a very neat home, but she is never on time. Another person may have an organized home, but his office filing system is out of control. Yet another person may have an organized home and office, but never reaches any of her goals. You are not alone. There are many, many people in the world who need help getting organized in certain areas of their lives— even if it doesn't seem so on the surface.

MYTH 7: ORGANIZED PEOPLE HAVE NO FUN.

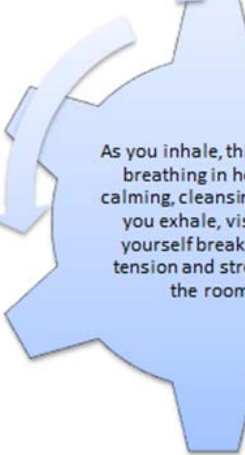
On the contrary, the people who are organized are getting the very best out of life. They are getting things done. They're achieving their goals. They're not wasting time searching for lost items, or re-doing things, or missing appointments. They're finding the time they need to do the things they love, and to spend time with the people they care about.

Don't lose time if you get a little stressed...


SPEEDY Stress Management Techniques




Take a slow, deep breath in through your nose, pause for 3 seconds, then breathe out as slowly as you can through your mouth.



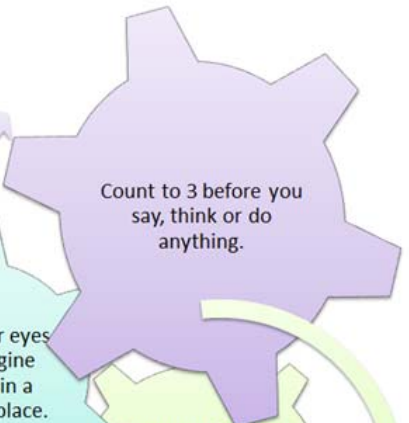
As you inhale, think about breathing in healthy, calming, cleansing air. As you exhale, visualize yourself breaking out tension and stress into the room.




As yourself, "Is this really something I should get upset about? Will it matter tomorrow... in a week... in a month?"




Close your eyes and imagine you are in a peaceful place.




Count to 3 before you say, think or do anything.




Get up and move around or walk for a minute, if standing. Improve your surroundings.




Shake your arms and/or legs. Stretch your neck and shoulders.



Say something positive about yourself. Talk rationally to yourself.




Use progressive muscle relaxation techniques: tense every muscle group, hold, then relax.




Smile or make a funny face. Find something to laugh about.




Take a 5 minute break from whatever you are doing. Find some quiet time for yourself.




Touch something soft, fuzzy, or squeeze a stress ball.



Get or give a hug.



Hum or sing a tune. Let out a sigh.



Splash some cold water on your face. Get some fresh air.



Make a TO DO list and get organized.



Vent to friends or colleagues who can understand your frustrations.

How to Cut Stress

1. Get Organized

Plan, schedule, take notes, and keep good files; organizing the daily routine of life reduces stress. Save memory for more creative and pleasurable things.

2. Take Breaks

Take a 10 minute break after every 50 minutes of work to maintain peak performance. Don't confuse working hard with effective performance; you'll end up working past the point of diminishing returns.

3. Rehearse

Being prepared reduces stress. When you're facing a situation that you know will be stressful to you, rehearse it, either mentally or with a friend. Anticipate what might occur and plan your responses.

4. Do It Now

Procrastination Breeds Stress! Do your most difficult and most hated task at the beginning of the day when you are fresh; avoid the stress of dreading it all day.

5. Know Your Limits

Be realistic about what you can accomplish in a day. It's better to do less and do it well than to do more, poorly.

6. Change Attitudes

Think of your stressful situation as a **challenge** to your creative thinking, rather than looking at them as insurmountable problems.

7. Learn to Say "NO"

Say "no" when your schedule is full; to activities you don't enjoy; to responsibilities that aren't yours; to emotional demands that leave you feeling drained; to other people's problems that you don't have the power to solve.

8. Schedule Your Stress

Stagger stressful activities to reduce the number of stressors you must juggle at any one time. Don't invite your in-laws to visit the same week you have a big presentation due at work.

9. Treat Your Body Right

You will have more energy and self-confidence and be less susceptible to the physical side-effects of stress when you **eat a balanced diet, get enough sleep, and exercise regularly.**



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