



10 Ways to Get Organised

Do you often find yourself feeling overwhelmed, confused, or wasting valuable time looking for things because you have no idea where they might be? Do you constantly run late for appointments or need to rush madly to get projects completed by deadlines?

Then it's time to get organised and enjoy the benefits of more energy, more balance and more time!

Here are 10 ways to get on top of things instead of having things get on top of you:

1. Feeling confused?

De-clutter your mind by writing everything down. Don't leave your 'to do' list, 'wish' list and great ideas to swim around in your head. Capture them as they come up in a diary, notebook or both. Then, as you make plans to attend to them, your stress levels will significantly drop and your mind will feel a lot clearer because you'll feel confident that you haven't forgotten anything.

2. Prioritise your written list.

Once you've captured everything that matters, review your list each day. Give an 'A' rating to the most important items to be handled and make sure you include personal items, too! Don't start work on anything else on your list until you've scheduled and attended your 'A' items. You can keep the list as a rolling record and each day allocate an 'A' rating to the appropriate items. When something new comes up during the day, add it to the list, but don't start on it unless you've given it an 'A' rating. Try this simple prioritisation method and watch your results soar!

3. Always check your diary before you begin your day.

This will help you plan the best use of your time each day. Record your tasks between your appointments, either to plan how you'll allocate your time or as a record of how you've spent your day. This will show where your day has gone, highlight how you might have wasted time and provide information you can use later about how long a specific task took to complete. Checking your diary will also ensure you don't get so absorbed in a project that you miss an appointment.

4. Get clear on where you're going and when.

Sounds simple, but before you leave for an appointment double check your diary for the time and place, especially when you have regular meetings that may change time or location. Also, remember to leave a few buffer zones in your diary each day to deal with important, unexpected things, such as being able to initially respond to a potential new client query or request.

*For **more free tips** on clearing clutter, staying focused and reaching your goals, or to find out more about one-to-one business, executive or life coaching and group coaching or to arrange a no-obligation session with Tania, visit the Blue Sky Coaching website at www.blueskycoaching.com.au. Tania can be contacted Monday to Friday between 8 am and 8 pm (Adelaide CST), on (08) 8338 3134 or 0411 471 941 or by e-mail on tania@blueskycoaching.com.au*



5. Prepare for the day's events at the start of each day.

A helpful way to prepare for your day's events, so you aren't scrambling around looking for any documents, files or paperwork just before you head out to a meeting is to get these documents out and ready at the beginning of the day. This way, when it's time for you to go, you can just calmly grab what you need and go.

6. Do you often run late for appointments?

Then, don't do that last thing you'd planned to do before leaving. Fitting in that last thing - making that call, reading that email - is often the difference between arriving late and embarrassed or feeling calm and arriving on time.

7. Are you always in a rush to meet deadlines? Choose and commit to a start time.

Many people that are constantly pushed to meet deadlines don't pay enough attention to planning how long a project will realistically take to complete. By committing to an earlier start and finish time, you'll feel less stressed and will have more time and space to produce a better result.

8. Store regularly accessed items in a convenient, easy to find place.

This way, you'll always have what you need at your fingertips.

9. Clear your desk or workspace at the end of each day.

This will give you a fresh start each day and is particularly important to do if you have forgotten what your desk looks like.

10. Regularly de-clutter your environment.

Spend some time each day filing or otherwise tidying up and getting rid of things you don't need, use or love. You will experience a noticeable boost to your energy levels and you never know what you might find!

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