

Getting Organized



Objectives

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

Statistics

- Cleaning professionals say that getting rid of excess clutter would eliminate 40% of the housework in an average home
- 1 in 11 American households rent self-storage space at a cost of almost \$1,100 /year
- 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 and not being prepared

Are You Organized?

- Do you often find yourself looking for things?
- If you look around your space, do you see piles of clutter?
- Can you find your important papers easily?
- How does your organization, or lack thereof, affect your co-workers and family members?
- Are you paying for storage space outside of your home?

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



Procrastinators Anonymous

- What are you waiting for
- Too much time, or not enough
- Tomorrow never comes and when it does, it is today
- Let go of perfectionism

Organizational Skills: Separating Fact from Fiction

Myth: Organizing is the same as being neat

Fact: Organizing is not about how a space looks, but how it functions

Myth: Being organized is a talent you're either born with, or not

Fact: Organizing is a learnable skill

Myth: Organizing is about throwing things away

Fact: You can keep everything that you want and still get organized

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 it's time well spent

Background Stress

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



What Being Organized Does for You

- Reduces stress
- Makes a good impression
- Can make your space safer
- Can ease relationships with others
- Increases productivity
- Saves money!

Planning

- Go room by room and evaluate
- Make lists
- Visualize what you want your space to look like
- Divide and conquer: start by sorting similar things together
- Don't overthink it
- Decide what to keep, sell, donate or throw away

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!
- Set up a regular time to do your organizing projects weekly, a little at a time

Getting Organized at Home

- You don't need two of anything
- Save one object, donate one object
- Have an empty cabinet/drawer as a backup
- 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

Getting Organized at Work

- Your work surface
- Only keep what you are working on at that moment
- Use technology: calendars, to-do lists
- Create an A-Z file and use it
- Think before you print
- Only handle it once

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 to store larger items

Cons

- Storage can be the delay of decision-making about 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

When Clutter Becomes a Problem

If you are really struggling and feel you cannot part with things, you may want to reach out to a counselor for help

- Take a class on organization
- Contact a local organizer
- Find a support group

In Summary...

- Organizational skills are not inborn, but we can use inborn traits to develop and enhance these skills
- Investing time in getting organized is worth it; In return, you save time and reduce stress
- Someone else's organizational system may not work for you; You are more likely to stay organized if you make it your own
- Good organization is an ongoing process; The activity is the goal

Resources

National Assoc of Productivity and Organizing Professionals (NAPO.net)

Apps

- Edison Mail: Multi-email platform
- Key Ring: Consolidate loyalty cards
- ZipList: Organize recipes
- Awesome Note: To-do lists

Shows

- The Home Edit
- Tidying Up

Books

- The Life Changing Magic of Tidying Up by Marie Kondo
- It's All Too Much by Peter Walsh

Evaluation Survey QR Code:



A woman with long dark hair, wearing a light-colored long-sleeved shirt and brown overalls, stands in a workshop or factory setting. The background is blurred, showing industrial equipment and bright lighting.

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THANK YOU FOR PARTICIPATING!

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