

## **Tips for Getting Started with Your Organizing Project At Home**

1. Choose one area of your home to focus on. Don't look at the whole home yet because you will get overwhelmed and the likelihood of completion will not be high.
2. Focus on small gains first. You can celebrate little accomplishments regularly and build momentum from those wins!
3. **LIMIT YOUR COMMITMENT** but schedule regular time to work on accomplishing your goal. Yes, I said **LIMIT** your commitment. By that, I mean set aside a fixed, short amount of daily time to get work done. Choose a set number of minutes and a daily time that works best for you. For example, maybe 15 minutes is doable and you find that you work best in the morning. Then, do 15 minutes every day before everyone gets up. Or maybe, you want to do only 10 minutes but you need to do it at night after everyone is in bed. Do that 10 minutes at night when you can focus and it is quiet.
4. **STOP** after your set amount of time is up. Use a timer, even. It is important to stop so that you can see what you have accomplished in that time and so you do not start feeling like this project will overwhelm you and take all of your time. What doesn't get done that night, return to the next night.
5. In your set time interval (10, 15, 20 minutes or whatever you have chosen), do things in small but specific areas. For example, say to yourself, "I am going to file all the paperwork on my desk. (or in that one pile.)" Or, "I am going to put away the laundry in that basket." Or, tackle one drawer in the kitchen. This way, you will begin to see progress and can celebrate small victories.
6. As you complete one project, it is important that you not let disorganization creep into the hard work you have already done. Maintain your new sense of organization as you move on to the next items to tackle.

**For tips on maintaining organization, read the next tip sheet on staying clutter free!**