



*"Nothing is more difficult,  
and therefore more precious,  
than to be able to decide."*

Napoleon Bonaparte

## Organized Decisions

Many people have a dark stressful secret. It lies behind closed doors, in cramped utility closets or stacks of papers regularly move from kitchen table to counter and back again, only to be tossed in a drawer when company arrives. Rearranging clutter is stressful and can make us crazy. Part of the blame lies with our materialistic society and part with our busy schedules.

Clutter cannot be controlled when we treat the symptoms instead of the cause. As the mother of a Naturopathic physician, and having worked in the medical field for many years, I have learned that a better prognosis lies in treating the cause and highlighting prevention rather than doctoring the symptoms. And, this philosophy is true in the organizing realm as well.

All the tidying in the world will not keep the clutter from coming back unless we do some preventative work. We need to take stock of what we have, make a decision about what we really need, get rid of what we can do without, and create a system for storing or displaying those items that are necessary, useful, add beauty and give pleasure. In other words, we have to make a decision to get organized.

Decide to be a **TRAFFIC** cop with all your possessions!

**T** - Toss. Remove the broken, useless and unloved items.

**R** - Recycle. Pass along the good things so someone else can enjoy them.

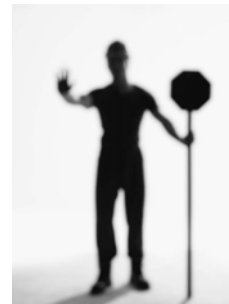
**A** - Action. Take action--dreaming does not accomplish anything.

**F** - Face the facts. Do you really need it? Does it need you?

**F** - File. Establish files with retrieval in mind. What will you be thinking about when you want this paperwork again?

**I** - Indulge. Pamper yourself frequently.

**C** - Create. Creatively find a permanent home for every keeper. Without a home it becomes clutter.



### Managing Stress

- Eat right, eat light
- Defeat vices
- Makes sure your shoes fit
- Indulge in guilt-free leisure time
- Take a walk
- Say "No Way!"
- Master conflict resolutions
- Exercise
- Get away
- Get a pal, be a pal

Judith Ann Kirk

### *Organizing Resources*

PO Box 7080  
Plainville, CT  
06062

860-747-8962

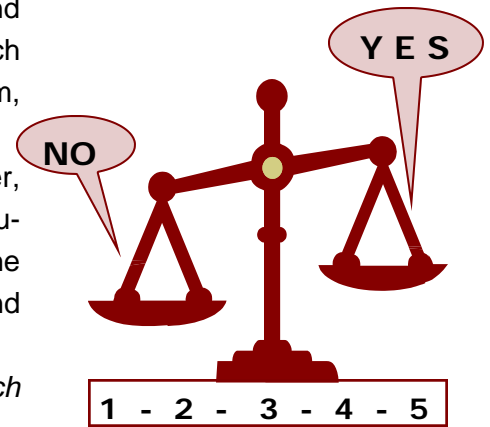
## Indecision...

Clutter is simply the result of not deciding what is important and what can be eliminated. Determine an appropriate home for each possession, then vow to put it away. If there is no home for the item, question the necessity of keeping it.

Use a discerning eye to examine each room, closet, drawer, desk, inside the car and all the other corners where treasures accumulate. Every possession has the capacity to bring pleasure and the potential to become joyless clutter. Be mindful, take control and make wise decisions about everything.

Ask this simple question: *On a scale of one to five, how much does this item really matter to my life's purpose?*

Now, make a decision based upon your answer. Is this a keeper or something to dispose?



## Time-Saver Tips



How many hours in a day do you have?

- Do it right the first time, then you won't have to worry about finding time to do it again.
- Do the toughest tasks first if possible. The rest of the tasks will flow naturally thereafter.
- Stand up while talking on the phone. A relaxed comfortable position will drag the call on for more time than necessary.
- Delegate or just say "no" to those things that you don't have time for or that are not really important to you.
- Adapt the surroundings to your pleasure. Physical décor can have a strong psychological effect on your mood and work habits.
- Know your own tempo, the high and low periods in a day. Do easy tasks that require less concentration during down times.
- Make time for yourself. Recharge your batteries.
- For a clearer vision: Call **860-978-0024**

or email [Judith@OrganizingResources.com](mailto:Judith@OrganizingResources.com)