

BECOME THE C.E.O. OF YOUR LIFE!

In many cases, buying something is the last step in the organizing process not the first. Remember C.E.O! C stands for categorize or get all the items you are trying to organize together in one place. Whether you are doing papers or clothes, the same rule applies. You can't organize items that are scattered all over your home or office. The E stands for eliminate. Once you have everything in one area or pile it is much easier to sort through everything and pick out those items that don't matter, are broken, don't fit, or can be donated. The final step is O for organize. This is when you go out and buy something to help you complete your mission. Whether it is a box, basket, bin, notebook, PDA, or file cabinet, now you know what you are organizing and what you'll need to complete the job.

Take time to understand your own behavior. The key to changing your behavior is changing your beliefs. Remember to use your brainpower to reach your goals. Everyday visualize what you want your home, your office and your other surroundings to look like and take that first step to getting organized. Eventually it will be easier and easier to simplify and balance your life. Imagine that!

Further information on many of the ideas in this article can be obtained by attending a "SIMPLY ORGANIZED" seminar featuring the GO (Get Organized) System. If you are interested in getting organized and staying organized, this three hour seminar has a different approach and its many realistic, useful and practical suggestions will help you change your life. Check the website calendar for the next scheduled class.

I'd be happy to answer any organizing questions. Please send them to:

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