

7 Days To A More Organized You™

*Reduce The Clutter In Your Life
In One Week Or Less*



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LessonsFromOrganizing.com

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Introduction | The Clutter In Your Life

Most people equate the clutter in their life to one word — stuff.

Somehow, as if it has a life of its own, clutter finds a way to invade your space. The result is piles of laundry on your bed, clusters of toys scattered about the floor, mounds of mail covering the countertop, and stacks of magazines surrounding your desk.

These things are frustrating, and admittedly, a bit overwhelming; however, there are other types of clutter than can creep into your life. For example:

- Do you over-commit to people, organizations, or causes? When you allow yourself to be the “yes person” for others, it *clutters your schedule*.
- Do you have someone in your life that drains your energy and patience? You know the person well because the very mention of their name causes you great stress, and as a result, it *clutters your spirit*.
- Do you look for a distraction, like a TV show, whenever you know you have work to be done? Everyone needs a break at times, but when it is a common occurrence, you are dealing with something that *clutters your habit patterns*.
- Do you lose focus on the task at hand when you really need to finish a project? You know the feeling — everything else looks more urgent. This is due to having something that *clutters your mind*.
- Do you have 1,000 emails in your inbox? If that is the case for you, then you are experiencing something that *clutters your digital space*.

I am guessing that you are getting the big picture. Clutter permeates more than just your surroundings; it permeates you — all parts of you — and this phenomenon has a huge impact on how you go about your day.

The question is: how do you make your day work for you, instead of you working just to make it through your day? The solution is: organization.

Organizing is more than managing your belongings. It is managing you, and all aspects of your life, so you feel balanced and in control.

Just imagine...

- The places that you spend the most time are welcoming environments that are conducive to your goals, relaxation, and contentment.
- All facets of your life are harmonious.
- Getting organized has made all the difference — you are in control, not your clutter.

...I bet that sounds pretty fantastic, doesn't it?

"Clutter is stuck energy. The word 'clutter' derives from the Middle English word 'clotter,' which means to coagulate. And that's about as stuck as you can get." ~Karen Kingston

Results | How This Information Will Help You

During my years as a professional organizer, I have consistently seen similarities that people face regarding clutter control. These similarities can be classified into six major types of clutter:

1. *Behavioral* – of or relating to actions, behaviors, or habits.
2. *Virtual* – of or relating to electronics, technology, or cyberspace.
3. *Emotional* – of or relating to the heart, spirit, or soul.
4. *Mental* – of or relating to the mind.
5. *Physical* – of or relating to environments or surroundings.
6. *Temporal* – of or relating to time or schedules.

Generally speaking, all six types of clutter play a part in day-to-day life. It may seem overwhelming to change, but each step of *7 Days to a More Organized™ You* will help you begin to conquer all of the clutter types.

The result is sure to simplify your life, and quickly propel you toward a **new, more organized you**. So, let's get started!

Day 1 | Break The Cycle

Manages | Behavioral Clutter, Mental Clutter, Temporal Clutter

Promotes | A Better Life

Everyone's got one of those tasks that never seem to get done, no matter what. You know you are in trouble when you start to joke about it, laughing at your failure to accomplish the task. Making light of the situation takes the sting out of the fact that you have procrastinated yourself into Never Never Land.

Yet, when you ignore tasks you should do, that doesn't mean they leave your mind. They remain nagging little thoughts that may:

- Keep you awake at night.
- Distract you from other tasks.
- Become enablers for excuse-making.

Think of all the things to which you have given lip service, or mind service, about getting done — but subsequently, you pushed them aside for something else, or perhaps nothing at all.

**"How soon 'not now' becomes 'never'."
~Martin Luther**

Never, nada, zilch, zero. Have no doubt that those results are the only results that procrastination will give you.

Today's challenge is to break free of the procrastination that has become a vicious cycle in your life. Pick one task that's been eluding completion for too long now — and just do it!

Day 2 | Lead A 5-Minute Blitz**Manages | Physical Clutter****Promotes | A Better Home, A Better Life**

The battle drums are rumbling...it's time to suit up for clutter combat...let Operation Organize commence! Rest assured, this is one battle that will reduce the amount of clutter in your life — quickly.

TheFreeDictionary.com defines the word “blitz” as an intense campaign. Today's challenge is to select one area of your home at random, and for five laser-focused minutes, de-clutter with all your might.

Go crazy, and do not let anything stand in the way of your blitz victory. If necessary, and to conquer more of the battlefield, call in reinforcements (kids, spouse, friends) to help.

- The clutter in the toy room that you trip over daily — blitz it!
- The utensil drawer in your kitchen that never closes — blitz it!
- Your messy jewelry box — blitz it!
- Your sock drawer — blitz it!
- The mountain of old sticky notes — blitz it!
- The stack of magazines you've been meaning to whittle down — blitz it!

Enjoy the full-out assault on your clutter, and celebrate when you can proclaim MISSION COMPLETE.

Day 3 | Make A Not-To-Do List

Manages | Behavioral Clutter, Mental Clutter, Temporal Clutter

Promotes | A Better Home, A Better Life

A list is generally a good thing because, when you write a list, it helps you focus. When you follow a list, it keeps you on track. When you cross off list items, you feel productive.

Yet, despite proven results and positive qualities, lists don't always work for everyone, every time. Why? When you have to make a list, it means you have lots to accomplish. When you have lots to accomplish, you suddenly don't want to do anything but sit on your couch, watch TV, and eat ice cream.

In other words, making a list is making you procrastinate. Your way out? Create a Not-To-Do List to help you get organized.

A Not-To-Do List is exactly as the name implies — a list of things you do not want to do. For example, the “Not-To-Do List For Housekeeping” could include these items:

- Throw shoes by the front door.
- Let mail pile up on the kitchen counter.
- Forget to file bills at the end of month.

Your challenge for today is to create a Not-To-Do List on any topic. Then read and heed its direction, giving your “lazy self” permission to be lazy while, at the same time, giving your “productive self” permission to get things done.

Continue your journey toward getting organized with the
Totally Organized Planner™...

“The Secret To Eliminating Chaos From Your Schedule And Finding More Time For The Things That Matter Most To You”

If you are a busy person who wants a simple, done-for-you system to manage your life like a dream, one that will help you focus, get stuff done, and finally reach your goals — then you are in luck! Why? Because you’ve just stumbled upon the key to “keeping it together” and creating more time in your life for family, friends, fun — and you.



Imagine: your schedule, totally organized – FINALLY!

Visit CarmenCoker.com/TotallyOrganizedPlannerLFO
now for more details, and be on your way to a blissfully
efficient day...and life.

Day 4 | Schedule Something You Need

Manages | Behavioral Clutter

Promotes | A Better Life

When you are responsible for taking care of others — whether it be at work, at home, or both — then taking care of YOU becomes a low, maybe even non-existent, priority.

“When we get too caught up in the busyness of the world, we lose connection with...ourselves.”

~Jack Kornfield

Avoiding self-care, for whatever reason, takes a huge toll on your mind, body, soul...and life balance. There is rarely ever a situation where losing the connection with yourself is a positive.

It's time to stop the self-neglect. Today, begin your journey back to balance by making an appointment that you really need, and one you've been putting off. It could be with...

- Your health care provider.
- Your hairdresser or barber.
- Your dentist.
- Your personal trainer.
- Your manicurist.
- Your masseuse.

...do whatever you need to maintain a healthy lifestyle and make you feel good, inside and out.

The bottom line is: the most important thing you can do to find balance and get organized is to take care of yourself.

Day 5 | Let Go Of Rafts

Manages | Behavioral Clutter, Emotional Clutter, Mental Clutter, Physical Clutter, Temporal Clutter, Virtual Clutter

Promotes | A Better Home, A Better Life

A Zen parable tells of a wanderer who happened upon a raging river. He wanted to cross it, but there was no bridge.

Afraid to wade across the river on foot with such a strong current, he spent hours building his own raft from vines and trees, which ultimately carried him safely to the other side.

However, once across the river, he thought to himself: *This is a good raft; I might need it again if I must forge another river.*

So the wanderer carried the raft with him for the rest of his life.

Consider the moral of this story for just a moment. From the outside looking in, this decision might seem ridiculous. Why would this obviously resourceful guy carry a heavy raft around when he didn't need to? But, often times, we do this same thing in our own lives.

It's not uncommon for people to hang on to an item that was useful at one point but has since become irrelevant clutter, because...*what if I need it later?*

Your challenge for today is to purge three objects that no longer add value to your home, office, or life. Don't carry these "rafts" when you don't need to...

Day 6 | Simplify Something

Manages | Behavioral Clutter, Emotional Clutter, Mental Clutter, Physical Clutter, Temporal Clutter, Virtual Clutter

Promotes | A Better Home, A Better Life

It is time to ask yourself the critical question: how can I live more simply?

“[Simplicity is] seeing less so I can see more, doing less so I can do more, acquiring less so I can have more.” ~Jon Kabat-Zinn

Many people seem to veer toward a more complicated life that allows for seeing more, doing more, and acquiring more than necessary. By our very nature, human beings are inclined to overcomplicate things.

Today's challenge is to simplify something. Evaluate this...

- If you're tempted to buy something, think twice. Is this item going to truly add value to your life?
- If you're tempted to do something, think twice. Is this task truly essential?
- If you're tempted to look at something, think twice. Is this visual going to distract from your productivity?

Whatever the temptation, err on the side of simplicity!

Day 7 | Get Perspective

Manages | Behavioral Clutter, Emotional Clutter, Mental Clutter

Promotes | A Better Home, A Better Life

You're sure to find a perfectly organized home when you open up any magazine. Those pictures make you think: *Man, I wish my house looked like that!*

Naturally, the ideally organized home doesn't have to be in a book or a magazine. You may need to look no further than your next door neighbor or your own family to find the poster child for neat freak-i-ness. And that person makes you think: *Man, I wish my house (or life) looked like theirs!*

With organizing, as with most things in life, it's very easy to compare yourself or your environment with others. When this happens, it's important that you give yourself a reality check.

The perfectly organized home? The perfectly organized life? Here it is:



No Image Available

No one gets it right all the time...

Today's challenge is to not be so hard on yourself. A perfectly organized home or life should never be your goal. Instead, focus on creating organizing systems that fit your daily routine and help you have easy access to your belongings.

Author | Carmen Coker

Carmen Coker is a former U.S. Air Force officer turned professional organizer. She helps individuals find the serenity they long for in life by helping them to get organized and clear the clutter that holds them back from living their best life.



Carmen offers organizing and productivity products and services for both home and small business through www.CarmenCoker.com. Additionally, she is the founder of the [International Association of Virtual Organizers](#), providing organizing professionals with resources to start, run, and grow their online business.

Carmen is the creator of many popular organizing programs including *The Clutter Cleanse®*, and her expertise has been exhibited through several national and local media outlets, including *Real Simple* magazine.

Carmen currently works virtually from Cambridge, United Kingdom, helping clients create and maintain organizing systems that support their desired lifestyle and work style.

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