
Organizing Tips to Energize Your Life!

33 Ways to Create a Stress-Free Life



By Kathi Burns, CPO® of Organized and Energized!

Organized and Energized

1st Edition

Copyright - 2017 Organized and Energized - All rights reserved



ABOUT OUR WORK

This is what we know and it is really very simple:

Everything in your life requires energy.

Excess of anything including excess stuff can zap your energy.

More Stuff = Less Energy

Less Energy = Less Clarity and more overwhelm

Living in Overwhelm = Blocks your ability to get things done

As you eliminate the clutter and create systems in your life, you will begin to feel free and much more energized.

Less stuff = More Time

More Time = More Energy to get things done

More Energy = More Things get done

More Accomplishments - More Self Esteem

More Self Esteem = More Happiness

You will then have the ability to focus on what's most important to you.

Living life simple allows you to go with the flow and easily create the amazing life of your dreams.

You can focus on the people, projects & activities that bring you joy, happiness and fulfillment

We here at Organized and Energized believe that you have the power to create whatever reality and life you desire.

We are here to motivate, encourage and guide you with the tools necessary to help you achieve your personal goals in all areas - home, work, personal image, productivity and life!

Implementing simple and easy changes in your home, work, and wardrobe always has a ripple effect on the other areas of you life.

This is why it pays to create systems and get your life organized!

If you want to delve farther into getting your life better organize, our website [OrganizedandEnergized.com](https://www.organizedandenergized.com) will help you get unstuck from whatever is holding you back by showing you hundreds of very practical ways to get organized.

You can also check out our Facebook page to see new tips to help you keep going <https://www.facebook.com/OrganizedandEnergized/>



Organized & Energized

Introduction to Getting Organized and Energized	6
Getting Started	7
<i>Do you want this in your life?</i>	7
Setting Goals	8
<i>4 Tips to Finish What You Start</i>	8
Managing Your Time	9
<i>Make the most of your day - every day!</i>	9
Control Your Paper Piles	10
<i>Piles can become your worst nightmare</i>	10
Household	11
<i>Keep your home in order one day at a time</i>	11
Money and Finances	12
<i>Maintain financial health</i>	12
Living a Balanced Lifestyle	13
<i>Keep your sanity and have fun!</i>	13
My Challenge For You	14
<i>Stop procrastinating and take action</i>	14

Introduction to Getting Organized and Energized



Do you cringe when you contemplate change, yet are at the same time dissatisfied with your life?

This Organized and Energized Guidebook is a quick read that provides painless and easy advice to help you become better organized. Within 30 minutes you will have at least one new tool that you can easily integrate into your life to become more masterful and confident.

My goal as a Board Certified Professional Organizer is to facilitate change in order to transform your life. I'll teach you finesse and focus; you'll begin new habits; happiness will grow, and your life will transform.

Transformation begins with daily maintenance of your schedule along with your physical and mental space. My vision for you is that you'll implement at least three of these tips into your daily life. By doing this, you will become more masterful throughout every area of your life and you will begin to experience that you can create anything that you desire.

Getting Started

Do you want this in your life?

ORGANIZATION

Everything working in an efficient and orderly way. The systematic coordination of many different elements. Structure, redesign, consolidation.

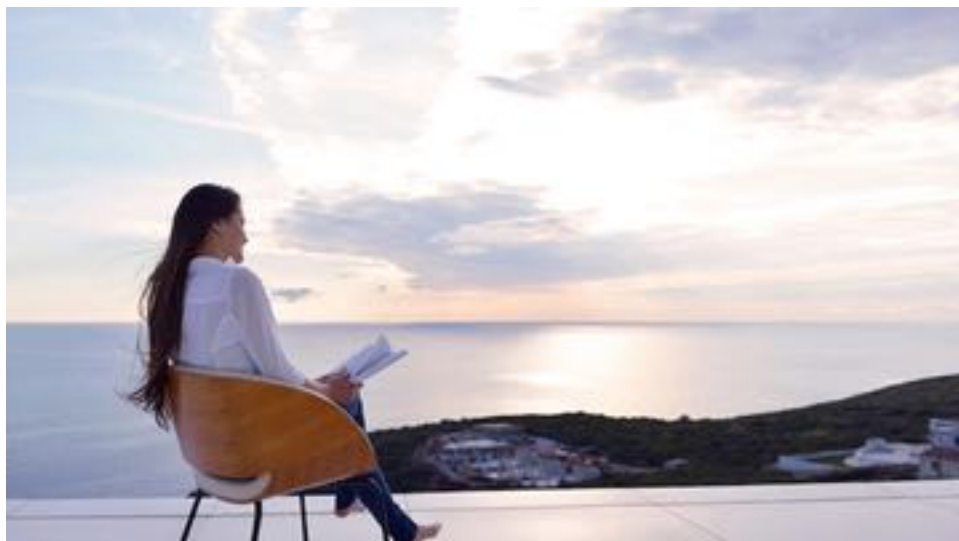
TRANSFORMATION

A complete change, usually with an improved appearance or usefulness. 2. A change in condition, character, or function. 3. Metamorphosis, renewal, innovation.

ENERGY

The strength and vitality required for sustained physical or mental activity. Synonyms: vitality, vigor, life, liveliness, animation, vivacity, spirit, spiritedness, verve, enthusiasm, zest, vibrancy, spark, sparkle, effervescence, ebullience, exuberance, buoyancy, sprightliness; More

If your answer is yes, don't put this booklet down before you read what's inside.



Chapter Number 1

Setting Goals

4 Tips to Finish What You Start

- Keep going. Put one foot ahead of the other. Simply do one task at a time. Don't get depressed about the unending lists in your life. Focus on the satisfaction that completing each project brings.

- Put your dreams onto paper.

Make a list of all of the things that you want to accomplish, all the places you would like to visit, and all the things you wish to experience. Keep this list by your bed. Look at it frequently before you go to sleep. Your list will begin to manifest, and after a year, you will probably have crossed off at least three of these dreams as realized. Turning your thoughts into written words and watching your words become reality happens all of the time. You will be amazed.

- Focus and manifest.

Keep your goals in sight. Hang them where you will see them every day. If you refer to them often, they will be on your mind, and one step closer to manifesting into your life.

- Want some satisfaction?

In a wire-bound notebook, keep a list of each organizational project that you complete and the date it is finished. When you are feeling overwhelmed or defeated, open this book and view all of the progress you have made so far. You'll be amazed how all of your little projects add up on paper.

Chapter Number 2

Managing Your Time

Make the most of your day - every day!

- Seize the day > aka Carpe diem.

At the beginning of each day, spend a few minutes planning your priorities for the next day. With a little advance scheduling, your progress will accelerate. You might even complete your whole list and begin tomorrow's tasks today!

- Plan events effortlessly.

When you receive a notice for an event that you wish to attend, write it immediately into your schedule book. Make sure to include the address and contact information in case you need to call for additional information closer to the event. Discard the flier after you have recorded the necessary information.

- Meet your deadlines.

Never promise more than you can deliver. When you set deadlines, plan ahead for unexpected delays. Build in extra time, so that when the unplanned happens, you will still remain on schedule. The bonus of this tactic is that if you finish before your deadline, then you will look like a truly organized professional!

- Just say NO!

Before you commit to another task, stop. Most of us over-commit because we think that we will have more time later. Take a moment or even a day to check with yourself if you can possibly fit another activity into your schedule. A good rule-of-thumb question is, "do I have time to do it this week?" If the answer is "no," it will probably not fit into your schedule later, either. Don't be afraid to say no. It is always better to say no than to live your life overstressed with obligations.

- Run errands, don't let them run you.

Keep an outbound basket by your front door. As you find items that need to leave your home for another destination, add them to your basket. Before you leave home, check this basket and take whatever items are headed in the same direction that you are. By slipping them into your day's itinerary, you save gas, time, as well as eliminate the frustration of running out-of-the-way errands.

- Compile a master list of your everyday grocery supplies, organized according to the departments in your favorite grocery store. Keep a copy of this list on

your refrigerator or inside the pantry. As you reach the end of a supply, make a checkmark next to that product. Take this list with you when you head to the store so that you can shop in an organized fashion.

Chapter Number 3

Control Your Paper Piles

Piles can become your worst nightmare

- Keep your magazines organized and accessible.

Create a reading basket. A basket about the size of a breadbox is the perfect size. It won't turn into an insurmountable stack of reading material. A basket or bin helps you find something good to read easily, and it gives you a place to stow these papers until you are ready to read them. As you receive magazines, letters or articles, add them to your reading basket. A great practice is to tear out the articles you want read and throw the rest of the magazine away. Everything in your basket will be what you want to read, free of excess material to sort.

- Keep appliance receipts where you will need them.

Attach the sales receipt to the inside of your owner's manual. When you need service or warranty coverage, the details will be attached, along with the phone number to call. If the purchase will be used as a tax write-off, make a copy for your tax return file folder.

- Safeguard your important papers.

Keep important, hard-to-replace items in a bank safe deposit box or a fireproof box within your home. House and car titles, birth certificates, passports and other important papers belong in safe havens to protect them from loss, theft, or destruction. To determine what to stow, consider the level of difficulty and degree of red tape you would encounter to replace each item.

- Stow your old files.

Remove inactive files from your file cabinets. Taxes, old papers and completed projects can be stored in plastic boxes in the garage, away from your active paperwork.

- Implement a mail patrol—save time when you work on mail.

To streamline correspondence, pre-stamp envelopes and attach return address labels in advance. Make 25-50 at a time.

- Sort through your mail on the way into the house from the mailbox. Discard all junk mail and outer envelopes into a trashcan before they get into your home. Once mail enters your home, always put it in its designated place. Visit this website to remove your name from unsolicited mailing lists: > <http://www.dmaconsumers.org/offmailinglist.html>

Chapter Number 4

Household

Keep your home in order one day at a time

- Ten minutes a day keeps the clutter away.
Start now. Spend the next ten minutes picking up the most annoying items lying around your home. Take them back to where they belong. You will make a lot of progress during these few minutes. Practice this regularly a few minutes every day and you are on your way to a clutter-free environment.
- Anticipate birthdays and events.
Set aside one evening while you are watching TV to list birthdays and other important dates onto your wall calendar or Palm Pilot. As the year progresses, add any new important dates to this calendar. The first year will take the longest. Every year after this, simply transfer the dates onto your new calendar and your important reminders will be staring you in the face all year!
- Keep piles to a minimum.
Clutter begets clutter. Never place items on top of each other. Where there are two or more items, many more will sprout. Spread your papers out, if you must. Do everything you can to avoid piles. This way, you'll always have a view of the enormity of your paper collection and can easily discard the papers that are no longer current.
- Spruce up your laundry area.
Take the time to organize, clean, and light up your laundry area. Make sure it has good lighting. A clean, clutter-free environment makes doing laundry less of a drudge and much more appealing.
- Create family inboxes.
Create an individual inbox for each family member. This will be their individual drop off spot for backpacks and papers when they come into the house. Each

person is responsible for keeping his/her area tidy. If it becomes too full, they will have to de-clutter it before they bring anything else into the home.

- Clear dishes quickly.

Use a dishpan or TV tray to collect all dinner dishes and return them to the kitchen every day in one fell swoop.

- Park your CAR in the garage.

Many people let their unwanted household items accumulate in the garage for years and end up crowding the car out to keep their clutter in! To avoid this predicament, keep a donation bag in the closet by the garage door. Every time you find an item that you no longer need, deposit it into this bag. When it becomes full, load it into your car and leave another bag in its place. Know the location and operation times of your closest donation facility and go there often.

- Set up a gift station.

Keep a few plastic bins to store your gifts throughout the year. Use one bin for gifts for unknown recipients and other bins for family members. If you have children, keep a bin for each child. Make sure these bins are all the same size. This way you can tell by looking inside throughout the year if you have equal amounts of presents. Keep these bins stored high in the same cabinet with the wrapping paper and bows. Label them individually with phony names to throw off wandering eyes.

Chapter Number 5

Money and Finances

Maintain financial health

- Get ahead with your monthly loan payments.

Type a quick sheet of paper for each loan, with multiple entries that say, "Please apply this additional payment, account #____, to my principal balance, not my interest." Pay a little more than the required payment each month and insert this slip of paper or an online note with your check payment. Paying a little more every month will equal a quicker loan pay off.

- Set up a bill-paying station.

This area should include: stamps, return address labels or self-inking address stamp, envelopes, pre-printed extra payment notes (from #26), pens, letter

opener, a 'bills to pay' caddy and a clean surface for completing all correspondence.

- Spend the time and effort to learn a computer bookkeeping program. Install QuickBooks or Quicken onto your computer. If you live a simple life i.e you are not operating a home -based business, you might also want to explore mint.com for keeping tabs on expenses and budgets. The time you spend learning and setting up a computer bookkeeping system will pay off quickly. You will save countless hours at tax time, as well as huge dollars in annual tax preparation fees. These, along with the benefits of creating budgets, reconciling monthly statements in less than five minutes, and knowing exactly where you stand on household expenses at any given moment, should convince you to learn this new skill.
- Use technology to its full advantage. Set up auto-pay banking on as many bills as possible. You will save money in postage, time and potential late fees. Once you are on Quicken or QuickBooks you can probably download these transactions directly into your bookkeeping system, saving you the hassle of entering them manually.
- Become more financially independent. Create an automatic savings plan where a set amount of money is regularly deducted from your checking account. Use this money for vacations, rainy day, and retirement.

Chapter Number 6

Living a Balanced Lifestyle

Keep your sanity and have fun!

- Schedule time every week to decompress. Do whatever helps you feel revitalized; yoga, meditation, walking, gym or learning to tango. Write these very important activities into your schedule every week and you will be more likely to practice them regularly.
- Nurture your creativity. Spend time creating. Build a birdhouse, bake a pie, plant a garden, play music, write a poem. When you practice using your natural creative talents, you are

better able to develop creative solutions throughout the rest of your life. Nurturing your creativity will help transform the mucky parts of your life, too!

- Recognize and enjoy beauty on a daily basis.

We often don't take the time to notice beauty that constantly surrounds us. Slow down a bit. Look around your environment with the wide eyes of a child. If you have a hard time doing this by yourself, take a walk with a child. You will be amazed at the wonders that reside right outside your door.

Chapter Number 7

My Challenge For You

Stop procrastinating and take action

Take three or four of these ideas and play with them regularly for four to six weeks.

Do yourself a favor: At the beginning of this practice, jot a quick note to yourself on the inside of this cover about where you are and how you feel. As you complete this exercise, write about what you have created new in your life.

Your life will have transformed right before your eyes— guaranteed!

Please email me with your experiences and let me know what other topics might assist you in creating a more satisfying and joy-filled life.

Namaste,

A handwritten signature in black ink that reads "Kathi". The signature is fluid and cursive, with a long vertical stroke extending downwards from the end of the name.

Kathi Burns, CPO®

It's not too loo late to grab your Free Treat -
[click here to find out which free booklet works best for you.](#)