



rganized

& *Energized!*



6 Steps to Organize & Create Your Amazing Home Office

by **Kathi Burns** CPO® of Organized and Energized!

Use the right tools and declutter your life

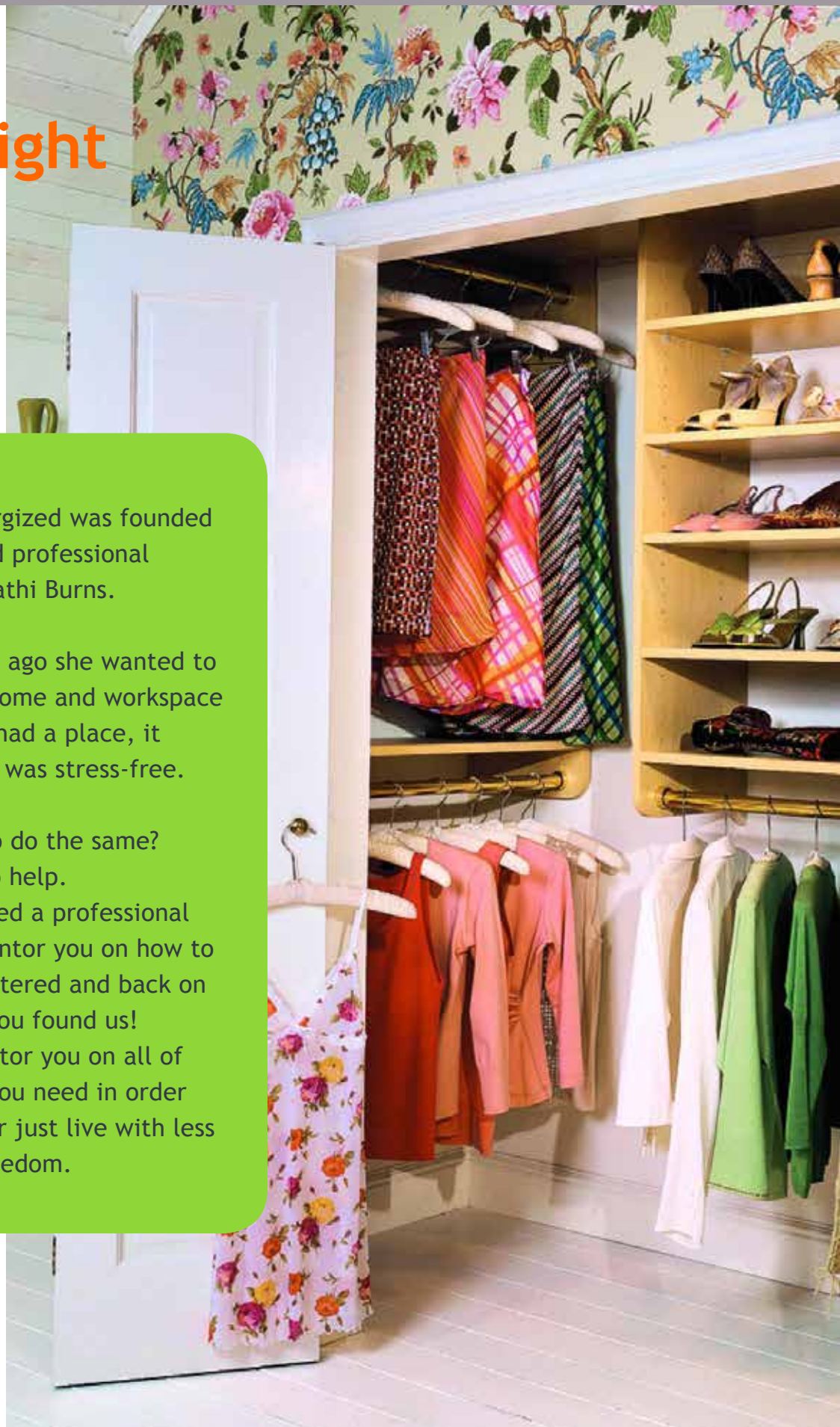
Organized and Energized was founded by a board certified professional organizer named Kathi Burns.

Just like you, years ago she wanted to organize her life, home and workspace so that everything had a place, it looked elegant and was stress-free.

Are you yearning to do the same?
If so, we're here to help.

If you've ever wished a professional organizer could mentor you on how to get your life decluttered and back on track, we're glad you found us!

We promise to mentor you on all of the essential info you need in order to get organized, or just live with less stress and more freedom.





All about our founder Kathi Burns, CPO®

Kathi is one of only 275 board certified professional organizers in the world. For the last 12 + years Kathi has been helping clients transform and energize their life through the process of clearing away their physical and mental clutter and creating sustainable systems.

Kathi's life work and message in her best selling book *How To Master Your Muck* has been featured by Oprah, Better Home and Gardens, Entrepreneur, Martha Stewart and many more.

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and Gardens

Entrepreneur

LIVING
WITH
MARTHA STEWART

OWN
OPRAH WINFREY NETWORK

She was also blessed to be featured by Good Morning America as a successful woman start-up business.

Kathi's work is her passion!

We are all here to assist you in creating the life of your dreams. The sky is the limit! We have witnessed clients getting what they want, more often than not, when they remove the blocks and we know that you can too!

Follow along with us and we will show you how to get started recreating your life on your own terms with increased energy and enthusiasm.

We can't wait to connect with you and for you to see all the cool stuff we have waiting for you!

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HI!

Just by reading this we know you want to know all about how to organize your home office. This will help you feel more relaxed. We know how stressful being unorganized can feel. It can definitely take a toll on your health and your morale.

Our goal is to provide clear step by step solutions to you organize and simplify your life. We want to help you create more time so that you will discover a greater sense of freedom and purpose in your life.

Below are the steps you need to take in order to declutter your home office and live a and live a life that is organized, streamlined and simplified.

Here at Organized and Energized, we want you to step into success. That's why we've created the 6 Steps To Amazingly Organize Your Home Office. These are the 6 major things you need to focus on if you want to create a clutter-free Home Office that is filled with unlimited freedom and new beginnings.

On the following pages I'll go into the details of each step so you can have the 'big picture' and understand how you can make this happen and get your Home Office in order!

I'm so excited you're interested in decluttering your home office and it's our honor to be sharing our experience with you.



STEP 1

SHIFT YOUR MIND

The goal of this step is to help you see your home office as it is now and give you permission to say no!

As a busy person on the go, I'll bet that most of the time you operate in 'reaction mode'. Living life doing what others want and expect you to do. I'll even bet that you are frequently asked to volunteer on committees and perhaps even bake a cake or two. While there is nothing wrong with being a "you can count on me type" sometimes there just aren't enough hours in the day to do what you already have on your schedule. Most importantly enough hours in the day to take care of yourself in the way that you deserve.

If you live your life serving others and under a constant barrage of other people's obligations and expectations, you will begin to lose yourself. You can lose your identity. When you lose yourself, your spirit dwindles and your happiness factor diminishes. You become disempowered, cranky and possibly even bitter. This state of mind does not help you and definitely does not help those around you.

As women, our first instinct is to say "Sure, I would love to help out"! Instead of this natural and quick response, I would love for you to take a step back first and give yourself the proper amount of time to determine if you really can and really want to do it.



STEP
2

TAKE CONTROL

The goal of this step is to help you know what you want before you begin.

Time is your most precious resource. It cannot be replaced but it can be optimized. You will prioritize your list of tasks at the beginning of each day.

If you don't pay attention to what you do each day, your time will evaporate before your eyes and you will eventually end up wondering what happened to your big dreams and goals.

The very act of taking a moment to think about your time before you spend it will begin to improve your personal time management instantly. As you begin taking charge of your time, you will begin to feel a huge sweep of relief and a much greater sense of accomplishment.



STEP 3

SIMPLIFY

The goal of this step is to clear a little bit of clutter every day

When your life is jam-packed with obligations and your environment is crammed with possessions, you will feel overwhelmed and exhausted.

You will feel exhausted as your life spins out of control. Once you reach that tipping point, outside forces will begin to stifle your happiness and take control of your freedom.

This is the time that you will begin to determine what deserves to be a part of your life. What things, tasks and events bring you joy? What items, events and obligations zap your energy and steal your freedom?



STEP 4

CREATE SYSTEMS

The goal of this step is to help you gain control and get a grip on your environment and your life.

When you have proper systems in place, you can spend your life with ease and grace. You will know that everything is under control and that there are no fires lurking in your path.

If you don't have systems in your home office, you will constantly wonder if your life is under control. You might develop a full-time sense of fear and unrest. You might not be able to sleep well at night as you might be worrying about things left undone or important issues that have fallen into the cracks of your life.

Everything in your life should have a dedicated home and an intentional purpose. Each home that you create also needs to have room to grow because our lives constantly expand. Our lives are meant to expand with joy and purpose! The key to happiness is allowing ourselves to create more and expand our horizons while still maintaining systems and balance.



STEP
5

ENJOY FREEDOM

The goal of this step is to eliminate the obligations that no longer bring you joy and ditch the projects you will never ever finish.

An ancient Feng Shui principal expresses that unfinished business in your life means unfinished business in other areas of your psyche.

These unchecked issues in your home office may hover in the back of your mind and drain your energy. As your subconscious mind suppresses your problems and ignores things left undone, your energy is robbed from you.

Eliminating or taking the time to complete the projects in your home office that are somehow never quite finished and hanging over your head will give you a surge of energy and heighten your spirit.



STEP 6

LIVE LIFE WITH PURPOSE

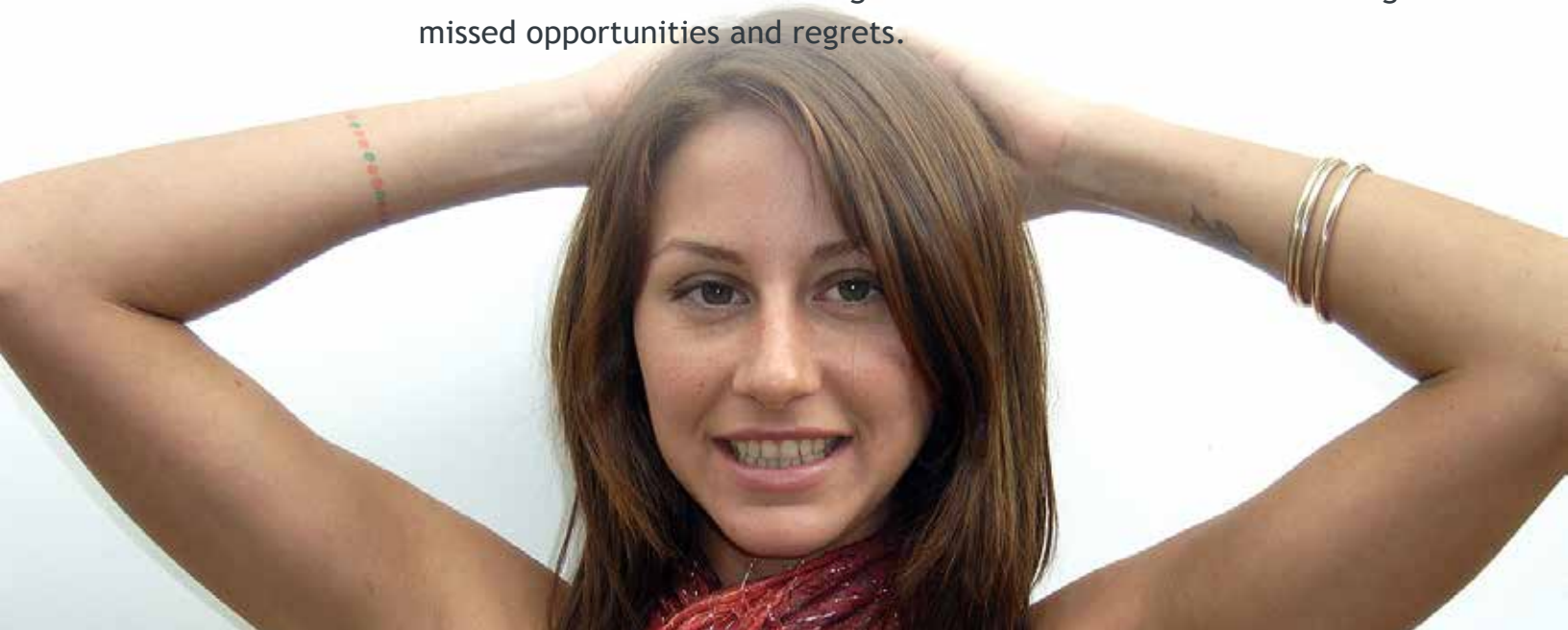
The goal of this step is to create a clutter-free home office that supports a life full of vision and inspiration.

When you feel a sense of greater purpose, you become inspired and excited to begin each new day. Life feels limitless and you are inspired to create new beginnings and enjoy new experiences. You will have increased energy and become much more excited to live your life!

Without a greater sense of purpose, our lives lack meaning. We might become exhausted and even begin to wonder why we should get up in the morning. What is our reason to be alive? This is the long-lasting question that humans have been asking ourselves for centuries.

When we discover what it is that makes our heart sing, we begin to live a joy-filled, excitement-filled life. Creating a clutter-free lifestyle is a surefire way to ensure that your life is balanced, that your home is beautiful and that you have an amazing environment to live in. When you create balance and order, you can in turn, focus on the things that bring you a sense of accomplishment and purpose.

Let's face it, without a sense of purpose, or life mission, our life becomes a series of small insignificant events that lead to a feeling of missed opportunities and regrets.



1

You will lower your stress level

A recent study from UCLA's Center on Everyday Lives and Families that clutter has deep-seated effect on women's mood and self-esteem.

Anthropologists, scientists, and even archaeologists found a link between high cortisol (stress hormone) levels in female homeowners and a high density of household objects. While men didn't seem to be bothered by this at all, women were found to become more anxious as the dishes piled up in the sink.

2

You will increase your productivity

Neuroscientists at Princeton University have determined that clutter has a profound impact on our brains. Physical clutter in our environment and our schedule competes for our attention, which negatively affects performance and induces stress.

3

You will experience improved sleep

A Study from St. Lawrence University suggests clutter and sleep loss are linked. I can personally attest that when I begin working with new clients, many have a very difficult time sleeping. They have a very hard time reaching the very important state of REM each night. They spend their days dazed and exhausted and wondering why they can't get more things done. You might be able to relate?

We know that when your life is not in order, you probably don't take the time to slow down, savor and enjoy new experiences. If you have unfinished projects and random "to-do's" around the house when, and if, you do decide to spend time with friends or family, you will not be able to completely enjoy the moment. There will be nagging thoughts and guilt about what you should in your mind, really be doing!

By eliminating the clutter and disorganization in home office and your life, you will begin to feel free. You will literally have more time to focus on the important people, projects and activities that bring joy into your life. You might find time to actually begin painting or sign up for a few classes that you have been longing to take "when you have more free time". Maybe you can even host a game night so you can spend time with the friends you have neglected while your house was an embarrassment and your life was in overwhelm.

So the BIG question is this: How are you going to hold yourself accountable to create order and make positive changes in your life? Your lifestyle and your environment is literally in your hands.

If you want to take a friend on your journey, keep reading...



Not sure where to start, or what your next step should be?

So many members of our community felt this way. They all asked for a low-priced way to take action on what you've just learned.

We realize that it can be really hard to start this yourself and this is why we created a 7 day jumpstart program and the materials to help make this process easier. We will help you get started and continue your momentum so that you can let go of the things that no longer serve you and create the life of freedom that you deserve. As you go, you will learn how to flex your 'letting go' muscles and begin to create the life of your dreams where you have freedom, passion and a renewed sense of excitement and purpose.



This 7 Day online training program will walk you through each step. You'll get a training video, a calendar and a 'action steps' checklist. The video is short but comprehensive, so it won't take up too much of your time. Each step takes only minutes to do. Plus the calendar will help you see your progress and stay motivated.

We realize that learning new habits can be a little tricky. That's why we created this training. You can do it any time, and it gets real results.

Imagine how great you'll feel knowing exactly what to do each day. Imagine how cool it will be to have a clear plan for success. Imagine how great you'll feel to know exactly what to do each day and how cool it will be to have a clear plan for success. And imagine how great you will feel when systems are put into place and you don't have to worry about paying late fees, missing important meetings or running behind and never- ever catching up.

I promise you'll enjoy more freedom, less stress and your life will become more fun and fulfilled!

We know this training is going to help you eliminate your overwhelm and make you feel like your home office and your life is under control.

If you want to know more then simply click the button below:

[**YES! I WANT TO KNOW MORE!**](#)



YOU CAN DO THIS!

We're so happy you found us, and our great community. We're people, just like you, who want to look and feel like our home office is under control. We want to feel and know that we can be, do or have anything that we desire as we live a life that is both organized and energized!

If you found this helpful, then why not share it with your friends? I'm sure they'll appreciate it when you do. After all, sharing is caring.

SHARE THIS:  

Thanks in advance for sharing!

That about wraps it up. I know you can totally do this! But the only way it's going to happen for you is if you take action. So decide now that you want to create a better life and learn this stuff, and then start strutting through your life with renewed energy, passion and motivation!

Just do it! Life is short, so tackle your habit of procrastination and make it happen so you can start living your dreams today!

*Kathi Burns, CPO®
Your Organizing Mentor*