

ABCs of Organizing

The foundation of an orderly space is built on this A-B-C system of organizing.

A – Allot time – Allot enough time to get organized and stay organized. Schedule time on your calendar to organize. Keep those appointments as you would any other scheduled time. It doesn't matter if you work ten minutes a day, one hour per week, or one day per month. The most important thing is to start organizing somewhere and do it consistently. Determine when, where, and for how long you will work. When you have finished, stop. Now go and have fun. Once organized, maintain it by following daily or weekly routines.

B – Be patient – How long did it take you to get disorganized? Realistically, how long will it take to restore order? Be patient and compassionate with yourself. Getting rid of items that carry memories can be difficult. Allow time to grieve. In order to live in the present, let go of some things from the past. Then move beyond the grief and allow what you keep to reflect who you are now.

C – Contain things – Have you ever sorted stacks of papers but didn't put them away? Eventually they slide into each other and you need to sort them again. This can continue until you decide to finally contain them. Putting papers or anything else in containers gives them a home and a clear separation from other things. Let containers limit how much to keep. Let go of one thing for each new thing you add. Containers can be efficiently stacked. Personalize your space by using containers you love. Do you like color or natural fibers? Perhaps you like clear plastic to see what's inside. If you love how your space looks it's easier to keep it organized.