

Smart Moves for Resilience

Top tips to getting organised!

1. Write Things Down

We all know someone that remembers everything, but we promise you it's not magic or a photographic memory! And simply trying hard to remember things will not help you to be organized. Instead try writing things down and put dates straight into your calendar. You can use that handy 'notes' function on your phone!

2. Make Schedules and Deadlines

Don't waste time, being organized goes hand-in-hand with staying productive. Make and keep a plan for the day and week. As an experiment, write a bucket list (things to do before you die). Write down the things you want to achieve this year or in your life. Then write down what you need to do to achieve them.

3. Don't Procrastinate

The longer you wait to do something, the more you put it off, the more difficult it will be to get it done. Getting things done as soon as you can, can make your life a lot less stressful and less demanding. Putting in the effort to get things done as soon as possible will take the pressure off you from doing it later.

As an experiment, think of one thing that you want to get sorted in your life. Write it down. Then write down what & when you can do it. Now is normally as good as ever!

4. Give Everything a Home

It's easy to get lost if you don't have a home. Keeping your life organized means keeping your things in their proper places. Try storing things properly and by labelling storage spaces. For things you use all the time make the storage easy-to-access storage spaces.

5. Declutter Regularly & Keep Only What You Need

More stuff means more clutter. People who live organized lives only keep what they need and what they really really want. Having fewer things also means that you enjoy those things more and feel better about using everything you own, rather than letting half of what you own collect dust.

Have you heard of Marie Kondo? If not google her now- she has some great tips to declutter your world