

Chaotic Times

Organised Chaos Newsletter

"Helping you to
clear clutter and
feel -

Better!"

Issue - July 2012
'Lost? Or mislaid?'

Dear Friends of Organised Chaos

Welcome to the July edition of **Chaotic Times!**

This month's focus is on the benefits of a tidy environment, with special relevance to owners of small businesses.

Do you struggle to find important items when you need them urgently?

- ◆ Maybe a particular file?
- ◆ Some specific correspondence or notes?
- ◆ Your keys?
- ◆ Matching shoes?
- ◆ Your phone?
- ◆ Tickets or passport?



Have you noticed how stressful it can be dashing around (usually at the last minute) trying to find the missing item?

There will be all sorts of thoughts whirling around your head at this point. There's bound to be some self-judgement about how "stupid" you are, to have lost whatever it is. There may be some embarrassment, if you have to share this information with others. For instance at an important business meeting, where it becomes apparent that you've left vital paperwork behind.

The irony is, that once you realise you can't find something, and that you need it in a hurry - you're even less likely to find it!

This is because you go into "panic" mode. Logic goes out of the window and you engage in frantic and random searching - usually to no avail.

This just cranks up the stress levels even more!

So what's the answer?



Here are some tips to help you avoid this situation. Nothing is ever 100% foolproof, but this kind of occurrence should be a rare blip. Not a weekly event!

- ✓ Prepare for important meetings in plenty of time. Gather together everything you will need, the night before, if possible. That way you arrive at your meeting feeling calm and organised.
- ✓ Give some serious thought to how you store things. Logical storage will mean less time wasted hunting around for what you need.
- ✓ Having established logical storage systems - maintain them! Random piles of paperwork can hide all sorts and will eat away at your time management. Not to mention increased stress levels!
- ✓ Declutter the area. Storage will be more effective if you only store what you *need*.
- ✓ If you need help, please contact me on 01327 705294. I can advise on storage and help you sort the wheat from the chaff. As a result you will be working smarter and feeling calmer!



Life throws you enough challenges. Doesn't it make sense to take control of your own environment in order to keep stress levels to a minimum?

You can't control everything - but you *can* get organised!

**You might be thinking this doesn't apply to you.
Maybe you don't run your own business?**

This advice is pertinent to anyone who wants a calmer lifestyle. If you're employed then think about your own desk. Does it work for you? If not, then it's worth spending some time to make improvements, even if you have to stay late in order to do so.

If your employment is not office-based then maybe your workshop, van or car could benefit from being more organised?

Are you studying? Make sure that your precious study time isn't wasted by spending it looking for your notes or wondering what you did with your text books.



If you have teenagers at home, encourage them to be organised with their homework. It's a lifelong habit that will serve them well.

Well, I hope this has spurred you on to be more organised and less stressed! You know where I am if you want to discuss any of these issues.

*Best regards,
Judith*

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