



HCS Staff Wellness Newsletter



10 Habits of Highly Organized People

It's the almost the end of the school year! Organization will be key in order to wrap up loose ends. Follow these tips to stay organized and stress free:

1. **Walk away from bargains.** Just because you can buy 3 bottles of ketchup for the price of one doesn't mean you should. Think about whether or not you have something similar at home or where you might store your purchases.
2. **Make peace with imperfection.** Efficient people give A-level effort to the most important projects and for the rest, they do just enough to get the job done well. Trying to do every task perfectly is the easiest way to get bogged down.
3. **Never label anything 'miscellaneous'.** You put several things into a box or file and write this catchall across the front. But within a week, you've forgotten what's in there. Instead, sort items into specific groups—'electric bills', 'light bulbs', etc.
4. **Schedule regular de-cluttering sessions.** Rather than waiting until an industrious mood strikes, have a de-cluttering routine in place—whether it's spending 15 minutes sorting mail after work or tackling a new project on Sunday afternoon.
5. **Stick with what works.** Don't waste time and money obsessively seeking out the best thing.
6. **Create a dump zone.** Find a space to corral all of the stuff that you don't have time to put away the moment you walk in the door. Once you get ready to get organized, you won't have to hunt all over the house for your child's field trip permission slip, etc.
7. **Ask for help.** The organized person is willing to expose herself to short term embarrassment and call for back-up.
8. **Separate emotions from possessions.** It's healthy to be attached to certain items. However, holey concert t-shirts or that pair of old earrings from high school can be let go.
9. **Foresee and avoid problems.** Most people wouldn't leave the house on a gray day without an umbrella. People who appear to sail through life unruffled apply this thinking to every scenario.
10. **Know where to donate.** It's easier to part with belongings if they're going to a good home. Choose a favorite charity. It will save you from searching for the perfect recipient every time you need to unload something.