

# JUST TELL ME WHAT TO DO NEXT!

## HOW TO GET AND STAY ORGANIZED

While there are tips and tricks to doing things more effectively and storing more efficiently, nothing replaces having simple routine systems for organizing your time, space and possessions.

### CALM™ technique:

<b>Cull</b>	Keep or not?
<b>Analyze/Ask</b>	“What do I need it for?” “What’s the point I want to prove?” Is it ‘Action required’, Storage (short or long term), or Trash/Donate?
<b>Locate</b>	Find a logical location in your time and space. Store it relevant to how soon you’ll need to use it Short term      Current projects and information, tasks to do Long term      Archives, mementoes and others not needed regularly
<b>Maintain</b>	Repeat. Remember what happens if systems aren’t maintained.

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### DAILY *Dump your pockets and purse!*

<b>Calendar</b>	What’s due? Where do you have to be? Are you prepared? What can be deferred?
<b>Tasks</b>	Cross off what’s done, review what’s needed Do you need to get back to anyone? Who needs to get back to you? Add to your projects/accomplished/want to do lists
<b>Emails</b>	Organize by action required: Reply, hold, read, dump
<b>Mail</b>	Put it in a safe place until you can attend to it.
<b>Declutter</b>	Clear your head, desk, car, and counters. Make your bed (or desk), take out the trash, and feed everyone, especially yourself. Fold blankets, put magazines away. Clean the sink.

### MONTHLY      Same as daily but on a grander scale.

<b>Calendars</b>	Clean rooms, note and do repairs
<b>Calendars</b>	There are probably a lot of things that have slipped down your priority list. Have a ‘big picture’ view of what’s coming up. Plot and plan your time realistically.
<b>Tasks</b>	Review and cull. Make and take time to do the tasks that stay on the list. Post on calendar too.

### YEARLY

Toss anything that is cluttering your time, space and attention. Revisit where you’ve been and where you want to go. Have enough of everything or too much?

Move archival items to longer-term storage.

Donate, donate, donate! Clean up, clean out, and pass it forward. Share!