

Why your space get's cluttered?

What clutter is doing to your mindset?

Wanna learn ways to make a change?



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# Why your space get's cluttered:

- Clutter starts due to you not having a plan for the incoming paper or other items
- You have systems that are not setup properly
- Because your mind is cluttered
- Your unaware that you need specific storage areas
- You're mind tells you to practice "Assembly Line Thinking" where you don't put things away right after use. You put everything away all at once.

## What clutter does to your mindset

- Just the look of a messy desk can build stress
- Papers thrown sloppily on your desk can cause anxiety
- Gives you stress that over long periods of time affect the quality of life
- When your stress if overwhelms you and keeps you from organizing ( thi is why you have to work with me)
- Poor eating habits, lack of sleep, not enough exercise & to much caffeine fuels your cluttered mind

## Ways to make the change:

- If you pull something out, put it back
- Handle one item at a time
- Clear your desk every time your done working
- Designate a spot to hold current projects when your not working on them
- Use a calendar or planner to schedule your to do's
- Do it in stages
- Make a list of priorities & post it where you can see it daily
- Label everything for those that are "out of sight, out of mind"
- If its hard for you to make decisions create a folder call "Undecided" to keep with your action files & check it at the end of every workday right before your put all your work for the day away.
- Commmmit to using your phone calendar & or voice recorded assistant

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