

# ORGANISING TIPS

## FOR WHEN YOU JUST DONT HAVE TIME

Tracy's 12 top tips to help  
you get started

PERSONALLY  
ORGANISED



*By Tracy*

# TRACY'S TOP TIPS

I'm going to keep this very brief.

I already know that your time is in short supply - otherwise you wouldn't be reading this.

These are my top tips to get you started with organising and de-cluttering when you have very little time.

*An organised  
home is a journey  
that takes your  
whole lifetime*





# OBSERVE

- 1- Make A Plan. If you fail to plan, then plan to fail. I'm a huge believer in this. Like anything in life, organising is so much better when you have a plan.
- 2 - Manage Your Expectations. Set realistic goals so that you can make little wins.
- 3 Take Your Time. Your clutter hasn't appeared overnight, so lets not expect it to disappear over the weekend.
- 4 - Remember any progress that you make in a day means that you are less cluttered than you were the day before.
- 5 - Ask For Help. Look for help inside and outside your home. This can be from family, friends, anyone in your support network who can offer you some time to help you get started - Two pairs of hands are definitely better than one.
- 6- Reward Yourself. I love rewarding myself for achieving my goals. Obviously match your reward to the task, no new Prada handbags for sorting out your sock draw! Little wins, deserve little treats, like an extra chocolate biscuit with your morning coffee.



# ORGANISE

7 - Start Somewhere Small. Choose a cupboard, box, draw to start with and work through your rooms one at a time.

8 - Set A Time Goal. Even 5 minutes every evening before bed spent sorting and organising is going to help you to clear the clutter.

9 - Be Consistent – once you have decided to start, try and do a little bit every day.

10 - Create A Clearing Space. Set aside a space for all of your donate and recycle items and once you've sorted these items get them out of your space as soon as possible.

And remember one of my **GOLDEN RULES** - No Backsies. Once you've decided to let something go, it can't sneak back.

11 - Organise While You Live. Work your organising into your daily activities and chores. When your getting dressed in the morning, notice which clothes you avoid wearing because they don't fit, they need ironing, they don't fit with your style anymore and pop these into your clearing space for donation.

12 - Don't Give Up. I understand more than most people that clutter and chaos is stressful and overwhelming. But, I also understand the calm and peace that can be achieve by being more organised. There are also lots of other benefits related to your physical health, mental wellbeing and your wealth.

I know your super busy, so I think that's probably enough for now.

Please remember, if you are really struggling don't hesitate to get in touch. I'm always available for a virtual coffee if you need more help or advice or if you just want to chat.

I know you can do this 'one draw at a time' and soon you will be living a more beautifully organised life.

*Tracy x*

