

# Decisions.....Decisions



An impatient driver, stopped in traffic behind a non-moving car, exclaimed, "Do *something*, even if it's wrong!" The driver was frustrated the driver in front of him couldn't decide whether to turn right, turn left, or go straight ahead. Instead, the indecisive driver just stayed where he was, blocking traffic, and keeping the frustrated driver from going where he had decided to go.

**What does this story have to do with organizing, you ask?** Professional organizers are convinced that much of the disorganization of our homes and offices has indecision as its root. We don't decide what to do with something, so it just stays wherever it lands, just like the car in front of the impatient driver. We become Scarlett O'Hara and decide not to decide until tomorrow. Unfortunately, tomorrow brings its own array of new paperwork, household items, and dirty socks. Pretty soon we have accumulated such a large quantity and variety of stuff, we conclude that it would take forever to decide what to do with it, (not to mention how long it would take to actually put everything where it belonged).

**Deciding that you are committed to getting organized is the first and most important step you can take to getting yourself organized.**

If you don't like living in a disorganized home, or working in a disorganized office, or having disorganized time, you need to decide for yourself the value of making the effort to *change your behavior in order to change your environment*. Doing something of value is seldom easy: consider the difficulty of stopping smoking, or maintaining an exercise program, or losing weight. Deciding to live an organized life and then working to maintain it takes real commitment. But the first step is to decide that being organized is important to you. **Have you decided that now is the time to decide to commit to getting organized? Great!**

## Tips to Get You Started

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**Situation: YOU'VE GOT MAIL! Lots of it!** It can take us literally hours to process all of the voice, electronic, and snail mail we receive at work and at home on a daily basis.

**Solution:** Schedule daily blocks of time for mail processing, both paper and electronic.

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Then decide what to do with each piece of mail. Grab onto the RAFT, so you won't drown in paperwork:

- ❑ **Refer it** (to your spouse, assistant, co-worker or employee)
- ❑ **Act on it** (schedule a time to work on it and hold the paperwork in a desktop file holder)
- ❑ **File it** (if you need to save it, but don't need to act on it)
- ❑ **Trash it** (if it is unimportant)

The point is to decide immediately what you'll do with each piece of mail and then immediately put it where it belongs. If you have trouble, ask yourself, "What is the *next* thing I need to do with this?" **No, Scarlett, don't think about it tomorrow, decide today!**



**Situation: I have enough clothes for 3 people (all of whom are different sizes).**

**Solution:**

- ❑ Decide that you will only keep what you *can* and *do* actually wear. Most people wear 20% of their clothes 80% of the time. If possible, work with a friend who can encourage you to give away the things you no longer wear.
- ❑ Get 4 big boxes or bags; mark them **donate, sell, repair, and discard**.
- ❑ Now try on each article of clothing and decide if you can and will wear it. If "yes", lay it on the bed. If "no", put it in the appropriate box. (Keep a list of clothing you donate for tax purposes.)
- ❑ When you're finished, put the clothes on your bed back in your closet, hanging all slacks together, shirts together, etc.
- ❑ Put the boxes in your car and take them to their appropriate destinations.

There – that's a start to getting organized. Review our other articles and contact *Absolutely Organized* if you need additional assistance or guidance. Email us at [info@absolutely-organized.com](mailto:info@absolutely-organized.com) or call us at 410.329.3300.