

# JANUARY II ORGANIZATION

Let's start the year organized, whatever that means for YOU.

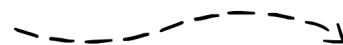
Start small. Don't get overwhelmed by ALL that needs to be organized; just think small and realistic.



## STEP BACK & LOOK AROUND.

For real. Either walk around the house or mentally walk around, while you're drinking a cup of coffee today. Think about your day. Think about areas that cause you stress because you can't locate what you need, reach what you need, or put away what you need.

1.



## WRITE IT DOWN.

Write down every part of your life that needs to be organized. Think: car, coat closet, dresser drawers, pantry, fridge, junk drawer, coupons, linen closet, desk drawer, kids' artwork, holiday decorations, etc. It doesn't have to be pretty. Squeeze it all in here.

2.

## PICK 3.


Pick three things that you can do by the end of this month, and tackle one thing each week. That's it. You can do it. Start with the task you want to do least, just like your kids are supposed to start with the homework assignment they want to do least. When it's finished, you'll feel that much better. And like a rockstar, you'll be able to tackle 2 & 3.

3.

1

2

3

Want to add a 4th? Write it here. 

## GET ROCKIN. MAKE A PLAN.

Break each task into smaller steps if you have to, making note of what you need to do or have on hand in order to complete the task. Do you need boxes? Bags? Labels? Sharpies? Give yourself a starting point and a due date. Now? Go! Share your progress: #livefocused!

4.

task:

I need:

start date:

due date:

notes:

1

task:

I need:

start date:

due date:

notes:

2

task:

I need:

start date:

due date:

notes:

3

## BE HAPPY.

Do a little dance. Smile. Breathe. Look around at your newly organized 1 2 and 3 and feel proud about what you've done. When you are more organized, you're able to focus on what's important and to live more intentionally. You are making positive change in your life, and you are taking control. You. Rock.

5.

go ahead--reward yourself with a: good book || long walk || mani/ pedi || new song || fun magazine || flowers

Share your happy with us! *Inspire others!* We want to celebrate with you! Take a photo, tweet, or facebook share on teachmama.com wall: #livefocused

GET YOUR KIDS IN THE MIX -----> Look for ways kids can get organized-- and stay organized --this month on teachmama.com

NEXT UP? FRIENDSHIP -----> Prepare by thinking about friends who bring positive energy to your life.



to live focused is to live with intention & purpose

We get one life. Let's make it count.

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