



4 ways to add organization to your life

Being organized is a result of cultivating great habits. Whether it's planning ahead, jotting down reminders, or adding focus to things that matter, these four tips help add order:

- 1. Take a note, free your mind.** Whether it's a running list for groceries (as soon as you notice you're low on something), a reminder to call the vet, or keeping a calendar of birthdates, the trick is to get it in writing.
- 2. Make a schedule—and stick to it.** If scheduling your days is new, start small—with a meal schedule, for example: List key meals and plan what you want to eat. Being organized is meant to make life easier, so go easy on yourself.
- 3. Just do it now!** If you have a task that needs to be done, and you can complete it right then, just do it. Generally, the longer you wait to do something, the more stressful. Try your best to take control of the small tasks, and form a plan for the larger ones.
- 4. Everything needs a home.** When everything has a place (and you return it to its place), it will always be there when you need it. It might take time to give things a rightful place, but once you've found your system, you'll know right where all the thingamajigs are.



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