

Organizing Tips for Managing Distractions

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February is the National Time Management Month and a perfect time to refocus on eliminating daily distractions. Following are some organizing tips to help keep you on track:

Tip #1: Determine Your Daily Top Three Priorities

To help keep you from feeling overwhelmed with a mile long "To-Do" list, focus on accomplishing three things each day ranked by their priority. Set a specific time each morning when you have the most energy. By working on tasks in the morning, if an emergency comes along you still have time in the day to finish your top three.

Tip #2: Create Designated Task Days

Having a general schedule of daily tasks helps take the guesswork out of wondering what to accomplish each day. It also helps distribute the workload evenly throughout the week. A typical home schedule might look something like the following:

- *Monday:* Bills & Budget
- *Tuesday:* Groceries
- *Wednesday:* Laundry
- *Thursday:* Errands
- *Friday:* Housecleaning
- *Saturday:* Family Activities
- *Sunday:* Church/Family Activities

Tip #3: Let Electronics Catch Your Distractions

Use your electronics to "catch" your distractions instead of letting them "be" your distractions by doing the following:

- Let your answering machine or voicemail answer all non-emergency phone calls
- Check email once a day or at least AFTER your daily top three priorities are completed
- Set up email and/or voicemail with an auto-responder letting others know what time you will be available

Tip #4: Give Yourself a Reward!

There's nothing more motivating to finishing a challenging task than giving yourself a reward for getting it completed. Following are some fun reward ideas:

- Chocolates
- Walk in the park
- Bubble bath
- Watch a favorite movie/TV show
- Go out to lunch

Tip #5: Print & Post Monthly Organizing Checklist

Each month there will be a new checklist for you to print and post in a visible location. These checklists will include the most common tasks to be accomplished each month to help keep you on track all year long. This month's checklist can be found at www.simplyinorder.com