

## The Power of One: Small Steps Toward Being Organized

Getting organized is challenging, but “being organized” seems to be the harder task for many of my clients. Too often, I see people put forth amazing effort to clear the clutter they have accumulated over years and years. But they fail to make the small changes every day that collect big rewards, that make life easier today and over the long term.

Being organized is all about habits. What would **one** small step toward a new habit be? Find just **one** task on the list below that would be ridiculously easy to implement – that’s the idea. Start with the **one** small effort this week. Then check the list again next week and find another easy change to make. Do that one too, and before you know it, you’re on the path to being organized!

- Open **one** piece of mail before you add it to the pile each day.
- Complete **one** action in your inbox or list each day.
- Put away **one** item that has been lurking each day.
- Decide now what you will eat for **one** meal next week.
- Type up **one** shopping list this week on the computer; save it to refer to next week.
- Return **one** overdue phone call or email each day.
- Delegate **one** task for the week.
- Choose **one** area each day to do some tidying; set a timer for 5 minutes.
- Take **one** item from your closet this week that you know you will not wear again; give it away or toss it.
- *Imagine* doing just **one** of these things. Play it through in your mind – how you would do it, what it would look, sound, and feel like – both as you were doing it and after you’d completed it.

Habits that promote being organized lead to an organized life and an empowered, organized you! Being organized can leave you free from worries (freer, at least) and create opportunities to live life in the moment. You know, those Zen moments when you get to be totally involved in what you are doing, who you are being, or the experience you are having right now.

Email me now ([katherine@organizetoexcel.com](mailto:katherine@organizetoexcel.com)) and let me know the **one** small change you are making this week.

Looking forward to hearing from you!

Katherine Macey