

CONQUERING CLUTTER

DATE: _____

Why do you want to get organized? (tick all that apply)

<input type="checkbox"/>	Spend less time looking for lost/misplaced items	<input type="checkbox"/>	Gain a sense of control	<input type="checkbox"/>	Reduce frustration, anxiety, stress
<input type="checkbox"/>	Set a good example for the kids	<input type="checkbox"/>	Project a better image	<input type="checkbox"/>	Clear my head of clutter
<input type="checkbox"/>	Feel less overwhelmed	<input type="checkbox"/>	Make more \$\$\$	<input type="checkbox"/>	Increase my self confidence
<input type="checkbox"/>	Achieve more in less time	<input type="checkbox"/>	Improve my health	<input type="checkbox"/>	Spend less \$\$\$
<input type="checkbox"/>	Make better use of my talents, skills	<input type="checkbox"/>	Have more time to spend on what is important	<input type="checkbox"/>	Improve my relationship with my _____
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

What does the current state of your office say to you and about you?

- organized and neat
- creative, unique
- _____
- lots of projects on the go
- sparse (clear desk)
- _____
- stacks on the floor, desk & spare chair
- personal effects (photos, plants)
- _____

Which of the following “clutter habits” can you relate to?

- retail therapy
- not putting things away
- _____
- procrastination
- leaving filing for too long
- _____
- messages on scraps of paper
- lack of forward planning
- _____

How much is clutter costing you?

- wasted \$\$\$ (late fees, service charges, interest...)
- loss of respect from co-workers (late for meetings, unprepared, customer complaints...)
- wasted time (missed appointments, searching for lost items...)
- strain on relationships (arguments, frustration over misplaced items...)
- _____

What are you going to do about it? (Identify a change that you can make to your current office, filing system or work style that will improve your organization and productivity).

get ready to get organized!