

Getting Organized

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According to Albert Einstein, "Out of clutter, find simplicity."

I have got to get organized! When is the last time you uttered those words? Are you drowning under piles of papers? Are your closets and drawers bulging at the seams? Is searching for glasses or tickets to the big game an hourlong hunt? Living in



disorganization can cause stress, frustration, and chaos and rob you of precious time. When you are organized and clutter-free, you are able to spend time doing the things you love. You are in control, not your clutter.

Benefits of Being Organized

You're in control. By getting organized, your stress levels will go down, and you'll be able to live a less chaotic, more relaxed life. With "a place for everything and everything in its place," you will be able to find things quickly, thus saving time, money, and hassle.

You'll have more time for yourself and others. By being more efficient, you'll spend less time "working" and have more time for yourself, your loved ones, and the things you love to do.

You'll feel good about your environment. When your home or office is organized, you will feel good about your surroundings and will not worry about being embarrassed by your clutter.

You're a role model for others. Children will learn to be organized and more productive by following your example. When you are organized, you will be respected by others who can depend on you to be on time and fulfill your commitments.

You'll be healthier. Being organized reduces stress, boosts your motivation, and frees your mind. Most organized people are full of energy because they are taking care of themselves both

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mentally and physically. You have more mental energy because you are not worrying about forgetting something or procrastinating on an important task.

You'll save money. You always know what you have before you buy more. Last-minute purchases or grocery trips can be costly. Planning your trips can save time and keep you from buying something that has no place or purpose in your home.

You'll be able to set and achieve goals. When you have an organized plan and list for the next day, week, and year, you'll have a greater ability to accomplish your goals. You can eliminate the barriers and unnecessary tasks, leaving more time to focus on your priorities and goals.

What's Your Clutter Quotient?

Choose the number that best describes your response to each statement.

- 1 = rarely/never 2 = sometimes
3 = quite often 4 = almost always

- I get tired just thinking of what it would take to get me organized.
- My friends and family think I am disorganized.
- I don't have enough time or space to get organized.
- I wish I could be more organized.
- I spend a lot of time looking for things every day.

- I am disorganized.
- I let mail pile up until I have time to deal with it.
- I save things I think I might need someday.
- I feel guilty about throwing away things.
- I have no time for myself.
- I can't bear the thought of parting with anything I own.
- I dread opening one or more closets in my home.
- When it comes to clutter, I think, "Why bother? It will just get cluttered again."
- When the clutter in my home gets to me, I go out.
- If someone stops by unexpectedly, I try to avoid letting them in.

Add up your score and look below to see how you handle clutter.

Scoring

48 – 60: Make a commitment to deal with clutter today! Dealing with your clutter will decrease your high level of stress and frustration and free up time and energy.

36 – 47: Clutter has been building up for some time. You can turn things around with the right combination of organizing systems and strategies.

24 – 35: You may not consider clutter to be a problem, but dealing with clutter now will keep it under control.

15 – 23: You stay on top of things and you derive pleasure from keeping clutter under control.

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