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**How to Motivate Yourself to Organize**

**By Barbara Myers**

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Organizing is probably not at the top of your list of fun things to do, is it? If your clutter is overwhelming, it's especially difficult to get started. Here are some easy tips to motivate yourself to organize.

1. Dr. Martin Luther King Jr. said, "Take the first step in faith. You don't have to see the whole staircase, just take the first step." You don't have to organize your whole house today. Just work on one small area—a drawer or a cabinet.
2. Buy a good organizing book. Once you begin reading it, you'll feel compelled to start organizing.
3. Forget embarrassment. Invite an organized friend to help you. Hire a professional. It's easier to organize when you can talk through the clutter.
4. Set the mood. Put on some fun music. Open the windows. Choose a starting point and just do it.
5. "Nothing in the world can take the place of persistence," said Calvin Coolidge. Keep trying. Do a little bit daily or weekly and you'll soon find that you are more organized than you ever thought possible!

Free time management tips booklet, meal planner, and daily organizing checklist at <http://www.ineedmoretime.com>.

## **Organize Yourself Otherwise Your Work Could Kill You**

**By Lorraine Pirihi**

We are in a society where people are applauded for starting work early and finishing late.

It's about time employers recognised that their people have a life and that working from dawn to dusk does not make them a happy and productive employee.

Have you ever heard of the Pereto principle or the 80/20 rule? It goes like this: 80% of your results are produced by 20% of your efforts 80% of your income comes from 20% of your clients 80% of your files are used 20% of the time ... and so it goes

It's time to organize yourself and get a life not just a living. When was the last time you did some regular exercise? Do you know little things like taking a brisk walk at lunchtime or climbing up and down the stairs will help you function better. You'll be more refreshed and energised.

Get away from work during the day. Organize your lunch break so that you spend time out of the office and in the fresh air. Even if it is only 15 minutes to walk and buy your lunch (something low in fat).

It's always the little things that make the biggest difference...

Ever heard of the "Woodcutter Story"?

Once upon a time there was a woodcutter who was found chopping trees in the forest seven days a week with a blunt saw. One day someone said "Woodcutter, why don't you take time out to sharpen your saw?" The woodcutter replied "I'm too busy, I don't have the time".

Moral to the story: If the woodcutter took time out to sharpen his saw, he could cut more trees in less time.

Isn't it about time you learned how to organize yourself so that your saw remains sharp?

Lorraine Pirihi is Australia's Personal Productivity Specialist and Leading Life Coach. Her business The Office Organiser specialises in showing small business owners and managers, how to get organised at work so they can have a life! Lorraine is also a dynamic speaker and has produced many products including "How to Survive and Thrive at Work!"

To subscribe to her free ezine visit [www.office-organiser.com.au](http://www.office-organiser.com.au)

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Organize Yourself Otherwise Your Work Could Kill You  
About Home Organization  
The Importance Of AutoResponders  
How to Use Discouragement to Motivate Yourself  
Ten Tips to Organize Your Bathroom

Motivate Your Way To Success  
How to keep up the SPICE in your Love Life.  
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