



Benefits of Organization

Time

How we use our time has affects our family, friends, and work. This impacts our emotions and relationships. Are you a “plan ahead kind of girl”, or a “fly by the seat of my pants and hope it gets done” kind of girl? Daily we each choose how we use our time. We get to (yes, we all have something to offer!) impact our world each day. Take a few minutes to answer the following questions. Are you generally on time or running behind?

If you generally run behind, how does this make you feel?

Do you put things away? Do you use a schedule?

How does this affect others and how do they react?

How would you feel if you were on time, and how would others feel about you?

Action Steps

- Weekly appointment with yourself (keep it!)
- Look at what needs to be done this week only and plan when you will do it
- Don't over schedule
- Schedule self-care (something that fills you up, give you emotional energy)
- Delegate

Daily Follow-up Steps

- If it didn't get done, move it to the next day
- Put things away every day, everything needs a home
- Be grateful for what you accomplished, don't focus on what you didn't

Benefits of having your time organized

- You will save time looking for things
- You will be have more energy when you plan ahead
- You know when to get things done: groceries, laundry, errands, bill paying
- You can plan family activities
- You can plan self-care, so you will be able to care for everyone else





Benefits of Organization

Money

Money is a tool that we use for our needs, wants, fun, and not so fun things. Money can cause us to feel stressed out, frustrated, and depressed. Money provides feelings of security, joy, and abundance as well as stress, insecurity and frustration. A few questions to think about how money is impacting you.

Are you able to pay your bills? Are you paying your bills on time?

Do you “spend” money when you don’t have the money? (Credit cards)

Do you plan how you spend your money, or are you a reactionary spender?

Are you able to save money as well as bless others with your abundance?

Action Steps

- Create a bill tracker so you know how much money you need
- Schedule into your month what days you will pay your bills, and pay them
- Plan a grocery budget, you will save money by eating at home and eat healthier
- Decide if you really need something, give yourself a waiting period
- Save money

Benefits of having your money organized

- You will have less stress
- You will pay bills on time and eliminate late fees
- You will have less arguments regarding money
- You can save money
- You can give and bless others





Benefits of Organization

Stress

Less Stress/More energy

When you invest time in planning your week and budget, you can lower your stress level and feel more energized. Knowing what to expect during the week gives you confidence that you will show up well. Being unprepared and flying by the seat of our pants causes stress, anxiety, arguments. The negative emotions we feel from not being prepared and letting people down can cause frustration, anxiety, depression and feelings of failure.

The good news is, you get to choose what kind of life you want to live. You may not be able to change your circumstances overnight, but you can make daily choices that can change the direction of your life. Choosing to act instead of reacting, this will help to have more control over your stress levels.

What things cause you the most stress?

How would you feel if you weren't so stressed?

What would you do if you had more time and energy?

How would your family and work relationships change?

Action Steps

- Invest time in your weekly planning
- Honor appointments with yourself
- Get back up when you don't follow through (it will happen!)
- Get necessary sleep

Benefits of Less Stress

- You will feel better
- Family and work relationship will improve
- Less stress about money and schedules
- More physical and emotional energy
- Spend time doing what you love

