



CLEAR YOUR WAY!

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Ellen Faye's 5 Rules for Organization

By Ellen Faye

Ellen Faye Organization

Getting organized can be challenging. Getting organized can be overwhelming. But being organized can be wonderful. Your journey to a more organized life begins with these 5 simple rules. Keep them in mind as you evolve to a more organized you:

Less Mess is Less Stress -

- Clear your space and you clear your mind. By removing mental clutter you will be able to **focus** more on what's important. By removing physical clutter you'll be able to **find** what's most important. By having less you'll accomplish more, feel more in control, and have time to do the things you want to do.
- People often buy things to feel better – but all this overabundance sometimes makes us feel worse. Before you buy, ask yourself where you'll put it? Ask yourself what would it feel like if you didn't have it? Ask yourself if having this is really going to make your life better? Ask yourself if you can wait a week? If you can – hold off and reassess then.
- You won't really know how much better you can feel until you experience the value of clear space.

The 80% - 20% Rule -

- People use 20% of their things 80% of the time. That means that 80% of your things you rarely use! Learn to keep the important 20% easily accessible and then find a place for the rest.
- Think of your space as real estate. The 20% of the things you use should go in the most prime real estate you have. That 20% should be in arms reach – you shouldn't have to lift, climb, or move anything to get to it.
- The other 80% can be placed in a less accessible location (above the refrigerator), in the store room, or packed away. It can be donated or given to someone you know.

A Place for Everything –

- Having a place for things to go has two benefits. The obvious benefit is that you can find the things you are looking for. My favorite benefit is that when it's time to put things away you know where they go – and if you know where they go then they aren't sitting around on the floor or the counter or the desktop.

- The best tip for staying organized is to designate a place for everything. If you find a place for 25 things, and 5 still don't have a place, they sit around. Piles of things sitting around breed, and soon, disorder rears its ugly little head again!

Break Your Organizing Project Down to Make them Manageable –

- Getting organized may seem overwhelming. If you look at everything you'll never start. Pick the area that causes you the most stress and start there.
- Stay in that area until it's completely organized. Take all the things out of the space and then make the conscious decision to keep the important things by putting them back. Be ruthless in your decision making.
- By breaking the process down into small, little steps you'll make progress and you'll see light at the end of the tunnel.

Chose to Make Organizing a Priority

- When being disorganized feels worse then spending the time, energy, and possibly money to get organized you are ready to commit to the organizing process.
- Schedule organizing time on your calendar so it becomes a part of your routine.
- Understand that you are going to have to do without something to get organized – it could be relaxation time, or time with family or friends – but getting organized does not happen without some kind of commitment.
- If you feel like you need help to get organized, a Professional Organizer can help to show you how to stay motivated, keep you on task and get you organized in the most efficient and effective way.



Ellen Faye is founder and Principal of Ellen Faye Organization, a Professional Organizing, Coaching, and Consulting firm located in Southern New Jersey since 2001. She is a Certified Professional Organizer and has trained under Denslow Brown in the highly acclaimed Certified Coach Organizer Program. Her passion is helping clients identify their goals and find the balance and skills to reach them through organization.

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