



CLEAR YOUR WAY!

Ellen Faye
Organizing Coach and
Certified Professional Organizer®



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STAFF

Get organized..for real.

These are simple, FREE, things to do to make your life less hectic. And KEEP IT THAT WAY.

Social Jersey, The Blog Archive

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Some use post-its, others have a daily planner, and the privileged (editor's note: we prefer "the enlightened") use iPhone or BlackBerry calendar, but despite these tools, whether or not we want to admit it, we're all struggling to stay organized.

With social activities, work, office parties, and day-to-day tasks like simply going to the gym or picking up dry cleaning, remembering details, and keeping everything in order can be challenging. For some, like me, it's nearly impossible.

But wait! It's not too late to change your dirty disorganized habits. There are actually certified organizing coaches dedicated to helping you restructure your life. Never again will

you get to work only to remember your lunch is still in your refrigerator at home, or will you arrive at the gym to realize you left your iPod on your kitchen table.

Ellen Faye has been “organizing” since 2001 and is dedicated to helping those who struggle to rearrange and prioritize their life. She became a Certified Professional Organizer (yes, those exist!) in 2007 and is one of only two CPO’s in the South Jersey area. Her clients range from teenagers to seniors, but are typically people who work from home and need help setting up and maintaining their business process and systems. “The typically successful client is the one who knows they want organization and the benefits that come with it, but don’t know how to get there themselves,” Faye says.

In the Q&A below, Faye explains what exactly an “organizing coach” does, why being organized is so damn important, and she gives some simple tips you can use to instantly get a better grip on your life and your priorities:

Q: What exactly is an “organizing coach”?

Ellen Faye: An organizing coach is someone who helps clients better manage the demands of their lives through both coaching and organizing. The coaching is directed at helping clients get a clearer view of what is and isn’t important and the organizing helps to bring that vision to fruition.

Organizer Coaching, and my model - Envision-Focus-Organize helps the client to ENVISION what kind of life they really want to be living, and then FOCUS on determining the most important elements to shift to support this vision. Once we are clear - then we ORGANIZE the client’s time, space, and energy to create the lifestyle they really want.

Q: How do you organize a person's life? What are some examples of what you do?

EF: Organizing is mostly about helping clients get clear about what is important. Sometimes it applies to their space and other times to their time. Once people begin to feel the stress relief around order and simplifying, they want to implement it into all the aspects of their lives. I also work with my clients so they are learning organizing skills that will stay with them long after I’m gone. While some clients with ADD/ADHD may need long-term support, most clients are able to maintain the systems we set up on their own.

Q: Why is being organized so important?

EF: It’s only important if it brings something to the life of the client that they want that they don’t have. Many people are really happy in what others may perceive to be a

disorganized environment - I say that these people should be left alone. There are so many people stressed and unhappy with missing appointments, not being able to find what they know they have, being overwhelmed with too much - for these people - getting organized is important because it can bring to them a more manageable and more enjoyable life.

Q: Why do you think so many people struggle with organization?

EF: Our culture is really out of control with the amount of stuff, opportunities, and information available. Yet we think we must do everything - keep everything and read everything. I call it information age abundance coupled with depression age mentality. We have to learn that the only way to really cope in today's society is to choose less. That's a really hard concept for many people to grasp.

What can they do to improve? I see that when people experience the benefits that come with simplifying, prioritizing, and creating processes, they are more motivated to make and support changes makes life more manageable. So, [if you want to improve your life], I say just start organizing (and like anything else if you need support, training, direction, accountability - contact an expert).

Q: Do you have any advice for people who want to become better organizers?

- Envision what it is you want that you don't have.
 - Focus on what you need to change to get it.
 - Organize - one step at a time to make it happen.
- Set priorities
 - Determine what is and isn't important
 - Break the organizing project down into small steps
 - Embrace the concept that "less truly is easier"

Q: What are some quick and easy tips that young professionals can use to improve their organization skills in 2011?

EF: Start fresh for 2011:

Clear your to-do list: Take last year's list and set it aside. Ask yourself what is most important (off the top of your head) put that on your to-do list and focus there.

Clear your email: Make a 2010 email folder - take everything from 2010 and move it to that folder - now you are only focusing on the new stuff. Read the email - either delete it or file it. The only things that should stay in your inbox are your ACTIONABLE items.

Clear your desk: Make 3 piles - really important, important, and not so important. Put the important and not so important somewhere else - only thing on your desk should be the really important stuff.

Clear your calendar: Before you automatically transfer commitments from your 2010 calendar to your 2011 calendar, ask yourself if this is how you want to spend your time. If you aren't sure - you probably don't want to be doing it.

Clear your closet - take one section at a time, take everything out. Make 3 piles - Love it, Don't like it, not sure. Put the "love-its" back it, donate the "don't like its" and put the "not sures" in another place (under the bed, in storage, in another closet) if you haven't gone to the not sures in 6months you can donate those too.

Clear your refrigerator (and pantry) - take everything out. Only put back the things that you want to eat. If it's not what you want, or is old, or you just don't like it, take it to the food pantry if it's not open or throw it out if it is.

-Erin Kelly

http://socialjersey.com/blog/?page_id=1245



Ellen Faye, CPO® 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.

Ellen welcomes your inquiries at ellen@ellenfaye.com or through www.ellenfaye.com.