

# Take Control - Module 3

## Define Your Goal



### Objectives

You will define your project, where you are going and what tools you'll need.

- Understand why you want to become more organized
- Review your Time Study
- Define what it means to be organized
- Evaluate your spaces
- Define your sanctuary

*"If you don't know where you are going, any road will get you there."*

Lewis Carroll

## Instruction

### The Source of Your Desire to Change

In this next section you will examine the source of your desire to make a change as well as understand what it means to be organized. As we progress, you will begin to understand the complexity of the challenges you are facing and the tools you have to face those challenges.

### Questionnaire 2

Based on the responses to the Initial Questionnaire you completed in module 1, name 1-3 items you would like to work on first:

- 1.
- 2.
- 3.

Is there anything you would like to add to the list?

What could you work on right now that would make the biggest difference in your life?

What obstacles have you encountered so far to reaching the goals mentioned above?

Was there a time when you felt organized? When you were comfortable in your space?

What changed?

If you were your own coach, what coaching would you give yourself right now?

What is your current attitude?

Is there a way that you often sabotage your success?

What should you say to yourself to immediately stop this from happening?

What are three of your greatest strengths? (list more if you would like!)

- 1.
- 2.
- 3.

Within the area of your goals, what is one thing that you did well this week?

Please finish this statement "When I complete this project I will be able to..."

How do you reward yourself for a job well done? Your family?

### **Why do you want to get organized?**

Why do you want to get organized?

What benefits will you see when you are organized?

What is your timeline for these project?

What are your values and priorities?

At this point, you may be thinking that we have asked a lot of questions and have not yet actually started any organizing. You may be wondering what all of these questions mean? There may have been times in the past when you felt the need to get organized and rushed out to the store and purchased plastic tubs or baskets. You then drove home inspired to get organized and take control. You took those bins into the appropriate rooms and got to work. Maybe you finished sorting things into the bins, or maybe you didn't. It is likely that you were tired and frustrated at the end. It is likely that you never got to 'the end', you may not have even known what the end point was!

These questions give you time to think and plan. They focus your mind so that you can select the most reasonable place to start. You can define what 'done' will look like and when you become too tired and frustrated, you can go back to your answers to give yourself the motivation that you need to get moving again.

Very soon we are going to take the first step to getting organized. For now, continue asking and answering questions so that this time when you start you will be successful.

## Review the Time Study

You have been tracking your time for the last 7 days. Now we are going to ask questions to understand how you're spending your time. It is helpful in this step to lay out your Emergent Task Planner pages and grab four different colored pencils, highlighters or markers. Now, go through the questions below.

- What groups can you lump your time into?
  - This is time when I like to use the colored pencils and highlighters. Pick 4 colors and match them to 4 categories such as work, personal, driving, family - What will your categories be?
- What are you spending the most time on?
  - Look for the big chunks of time.
- What surprised you?
  - Are you being interrupted a lot?
  - Are you reaching the goals you set for each day or is your time being commandeered?
  - Is something taking more or less time than you expected?
- Where are your time wasters or drains?
  - Before you even start this experiment, think about where you think your time is being sucked away then at the end, check in. What time wasters can you think of now?

## What does it mean to 'Be Organized'?

"If you don't know where you are going, any road will get you there." Lewis Carroll.

"Organized" and "Organization" are very broad terms. Without definition your goal to 'Be More Organized,' will be difficult to reach. In the space below, write down what organization means to you.

Your definition:

Oxford American Dictionary says...

- Arrange in a structured whole, order
- Coordinate the activities of a person or group of people efficiently

Whatever your definition of organization may be, keep in mind: organizing is action!

## **Organizing is ACTION!**

I often hear from clients that they have set a goal to “get organized.” But what does it mean? Now that you have defined, “organized” for yourself, let’s look at definitions that others have shared.

When I speak to individuals and groups about getting organized, these are the words I often hear:

- Everything in it’s place.
- I can find what I need when I need it.
- Peace
- My home is company ready.
- Relaxed
- Room to breathe, live, play...
- I have just what I need at my fingertips

If you would like to modify your definition of organization or add to it, go ahead.

How will you feel when you “get organized”? Write this feeling down:

For Example: “I will feel relaxed. Cleaning will be easier. I will feel good about the things I own (they will not possess me!)”

## Evaluate Your Spaces

On the page 8 you will find a form that we use to help our clients evaluate and define the approach to a space that we are going to work on.

In the spaces provided write:

- The name of the room
- Activities that the room is used for (everything that goes on in that room or IS in that room, not just what the room is intended to be used for.)
- Your intended purpose, which may not be what the room was built for, but what best suits the situation (for example, a formal dining room may be repurposed as a playroom while the children are little and need close supervision).
- Notes about the goal for the space, ideas for renovation, needs vs. wants...etc
- Check off the issues...Make sure that you check all that apply.
- Choose the main challenges in that space that you want to solve. If you have ideas about solutions, you may write them here. Otherwise, these can be discussed with your coach at your next meeting.

Review the example on the next page for further guidance.

## EXAMPLE

**Room:** Dining Room

**Activities:** Meals, homework, crafts, meetings, work projects, baking, laundry folding, supply storage, home office,

**My purpose:** Family time, meals, short craft projects

**Notes:** This room is multipurpose. Would like to put a desk in the basement for the bills and paperwork. Craft supplies are stored here...ugh. New paint and lighting would provide a motivational facelift!

**Issues:** (check all that apply)

- Too much stuff
- Items that don't belong stored in this room
- Trash
- Paper
- Items need to be unpacked from move/storage
- Not enough storage
- The room's purpose has changed from \_\_\_\_\_ to \_\_\_\_\_
- Other:

**Challenge:** Table is frequently covered with papers or craft items which have nowhere to go when we need to eat here.

**Solutions:** Create a "craft bar" with storage for projects in progress. Removable bins to make clean-up quick. Create a home office corner in another part of the house for paperwork and homework.

**Challenge:** Room is a "dumping ground" for things that have no home.

**Solutions:** Create an area in a central part of the house for "Sorting" items that need to find a "home". Make sure that those items are relocated by dinner time each night. Bins, baskets, etc. If items have no home, evaluate whether they are necessary.

**Challenge:** Kids are eating and drinking over papers/homework/items that may be damaged.

**Solutions:** New habits - train kids to look before they sit. If an item is in the place that they are planning to eat or drink, they need to put it AWAY before they start.

*Additional thoughts:*



**Room:**

**Activities:**

**My Intended Purpose:**

**Notes:**

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**Issues:** (check all that apply)

- Too much stuff
  - Items that do not belong are stored in this room
  - Trash
  - Paper
  - Items need to be unpacked from move/storage
  - Room's purpose has changed from \_\_\_\_\_ to \_\_\_\_\_
  - Not enough storage
  - Other:
- 

**Challenges and Solutions:**

**Challenge:**

**Solutions:**

**Challenge:**

**Solutions:**

**Challenge:**

**Solutions:**

*Additional thoughts:*

## Define Your Sanctuary

Originally Published in WomanScope News Magazine  
by Nettie Owens

In this world of constant stressors: work, family, finances and, health, school, time; where do you go to find refuge? Have you considered this place? For rest and rejuvenation, your bedroom is the place to start. You already spend around eight hours in a day or a third of every year in this place. It should be peaceful and free of the forces that clamor for your attention.

As an organizer, when I begin work with a client, I start by helping to create a sanctuary. There should be a place you can retreat to, especially when the world seems to be spinning at an ever-increasing rate around you. As difficult as it may seem to focus on this space first, doing so will allow you to be more successful in all areas of your life. As a home organizing and decluttering expert, the “The Fly Lady”, Marla Cilley , gives this description of your bedroom, “This is the room that is the heart of your family and your marriage. It should give you joy when you walk in there and fill your heart with peace.” [1] She goes on to say that focusing on this room can be the launching pad for all other home maintenance efforts, gives you more energy, and allows you to heal faster from illness.

Go to your bedroom now. For the first time in your life, this directive should not be a punishment! Sit on your bed. Reflect on how you feel. What could you change in this room to make it a place of refuge? Grab a piece of paper and write down how you would like your bedroom to feel and at least five actions you could take to improve the peacefulness of your bedroom. Here are a few suggestions to get you started: donate the books that you will not get to reading in the next year, fold and put away your laundry daily or move this activity to another room, remove the trash and recyclables, wash or change the drapes, and add a chair near the window with a container for your favorite magazines.

This list is a starting point. These things don't all need to be accomplished today. Set the timer on your phone for 15 minutes and set to work on one of the tasks on your list. Make it a priority to work for 15 minutes every day on this room until it is complete.

If carving out an entire room is too much for you right now, commit to setting up a corner of the room or reclaiming your bed. This exercise is about creating peace in a chaotic world, not about adding to your to-do list. Having a sanctuary will provide the space to mentally, physically and spiritually take on the stressors in your life. They will not go away but you will be provided with a retreat from the attack.

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[1] Cilley, Marla. [Sink Reflections](#). Bantum, 2002.

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## Tasks

- Complete Questionnaire 2 on pg 2
- Complete the Time Study Review on pg 3
- Write your definition of organization pg 5
- Print and complete Room Evaluation on pg 9 for all the spaces you are working on.
- Define Your Sanctuary. What room/space will you use?
- Complete the [Review of Module 3](#)