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Lifestyles

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Drowning in a Sea of Paper Clutter!

Away with clutter



By Dana Korey

one could have you sleeping in a 9 by 7 square foot room...the second could have

Well it's that time of year again....you know...arrgg...tax time! I don't know which is worse....doing your taxes or forgetting to give that someone special in your life chocolates and flowers for Valentine's Day. The first

you sleeping in the dog house. Personally, I like to be stretched out on my cushy sofa, watching Will & Grace with my Pug Simon by my side.

So why is it that we wait to do our taxes....why is it that we fear going through all that accumulated paper....why does the mere site of our bank statements make our eyes roll to the back of our heads and the acids in our stomachs rise to a level that....burp....becomes a pain in our assets!

First, lets look at one of the underlying

issues: most of us think that organizing is boring....o.k. I feel your pain...going through your paper work is about as much fun as watching paint dry, however think of how beautiful your space will look and feel with a fresh coat of paint. When your environment is organized and you can easily access what you want when you want it....you won't be drowning in a sea of paper because that life preserver will be well within reach. The waves are no longer crashing over your head like a title wave. Instead think calm serene warm waters,

soothing raft, gentle breezes and a cute little umbrella in your drink.

Here is some information to motivate you to get back on track. "FIRST, TAKE ACTION!" Did I say that loud enough? Thinking about getting organized....wishing that you were organized, does not get you organized. Lao-tzu wrote "A journey of a thousand leagues begins with a single step." I can picture you now, standing at your desk paralyzed, with pillars of paper staring back at you. Thinking, hmmm

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maybe I can call up Waste Management or a Caterpillar Crain and they can come over and excavate my office. Even the famous archaeologists Howard Carter and Lord Carnarvon didn't have to dig this deep to find King Tutankhamun. Enough with the melodrama and the someday excuses...here is what you need to do. First, don't let yourself get overwhelmed by thinking that you must accomplish this in one afternoon. Look at this in terms of taking small bites. Perhaps start with a corner of your desk, next a drawer, then a portion of your file cabinet etc. If you can devote a set amount of time each day to this task...you will soon see the forest through the trees (or in your case...the top of your

desk). I often suggest to people to literally turn an egg timer on for twenty minutes and completely focus on your project. You would be amazed at how much you can do when you are playing Beat the Clock. Think of Lucy and Ethel running through the food store filling up their basket with goodies and they only have 2 minutes to complete this. Now go put your Nike's on and just do it!

Studies show that the average person wastes 1 to 2 hours per day looking for things. By the time they are 65 years old this person has spent 4 years of their life searching for things. Think of it this way. If you make \$ 30,000 dollars per year, approximately \$15.00 dollars per hour, based on a 40-hour work week and you waste just one hour a day....that translates to a loss of

over \$3,600.00 per year! Being organized not only saves you time as well as your sanity...it saves you big bucks! So the next time you look at that pile of papers and think I will just put it off for one more day...think of what that is costing you.

"Einstein's Three Rules of Work: Out of clutter comes simplicity; from discord finds harmony; in the middle of difficulty lies opportunity." Opportunity is knocking on your door....are you there to answer it?

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