

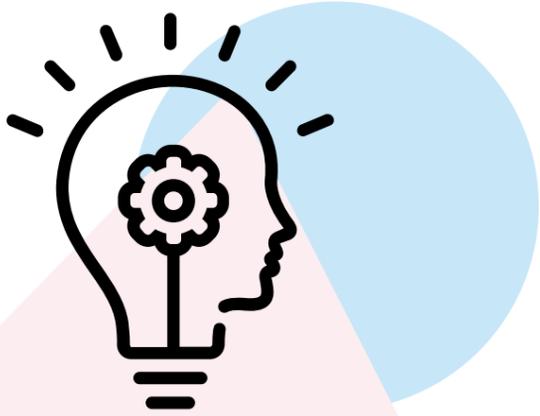
## Strategies and Ideas on

# How to Be More Mentally Organized

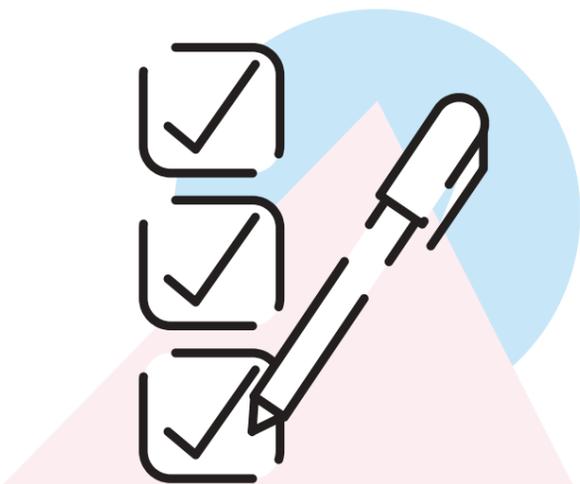
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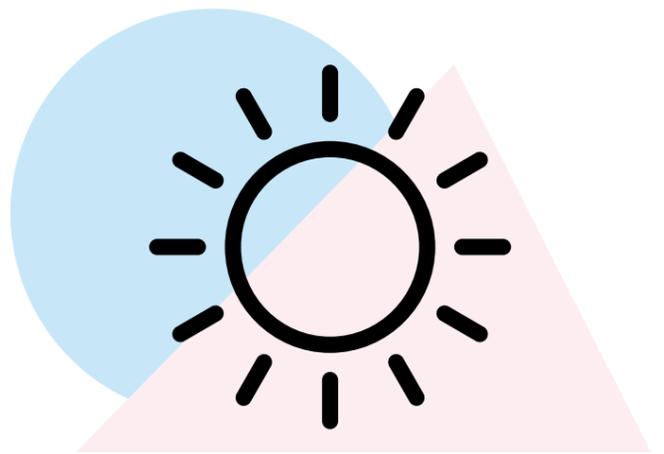
In your mind, know exactly what the first thing is you need to do when you wake up the next day, and what the most important events and appointments are for the day ahead.



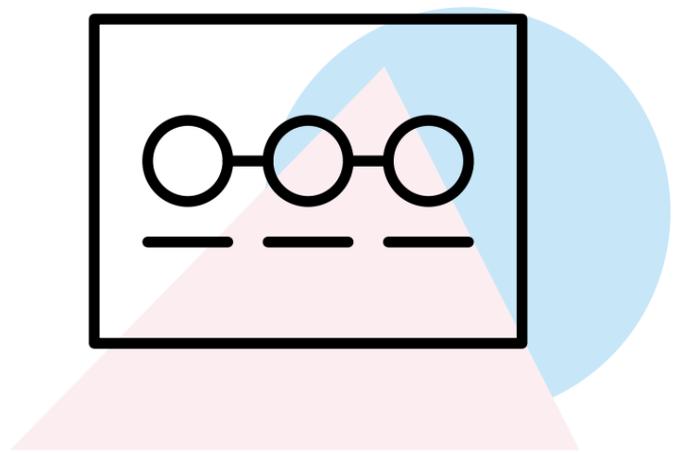
When you have an idea for a something you want to achieve in your life, like buying a home, buying a car, or going back to school to earn a degree, figure out what three steps need to be taken, in order, to achieve those goals and dreams. If we don't know the initial steps in our minds, the goal often does not become realized.



Always think about the next step: Whatever you are doing right now, when will you stop and when will you do the next activity? Keep planning the task and next action in your mind.



When you have a good idea that sparks up in your mind, write it down in a planner but do not shift course - do not make that new idea your new project until you successfully complete the current project.



Procrastination of any kind is likely going to create mental disorganization for you, like putting away shoes, doing an assignment in a timely manner, etc. The reason why is because in the back of your mind you keep thinking about what those procrastinated tasks are. Train yourself to do things immediately to stop cluttering your mind.

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Remember: Mental organization is most often far more important than physical organization.