

How to Organize Anything

Goal: Cultivate an organizational mindset

Benefits of being organized:

- Greater productivity
- Better performance
- Improved ability to handle stress
- More effective communication

10 Organizing Principles

1. Develop habits and build a routine—ANALYZE, STRATEGIZE, ORGANIZE

Be intentional about developing productive habits that evolve into efficient routines.

2. Plan ahead and plan with the end in mind

Create a mental model of outcomes so life's unpredictable twists and turns will not permanently deflect you from your path.

3. Embrace your natural inclinations

Choose the path of least resistance to save yourself the time of trying to embrace what you dislike and simply opt for what you enjoy.

4. Practice consistency over perfection

Understand the impact of incremental progress and the power of compounding effort to be more realistic in your goals and to get more satisfaction out of life. (Repetitive, iterative, intentional.)

5. Find balance

Create harmony between your responsibilities and finding time daily to do things that bring you pleasure, personal fulfillment, and rejuvenation.

6. Prioritize appropriately

Develop a strong sense of what's important and what isn't so you can make more efficient decisions about where to focus your time and energy on a daily basis.

7. Declutter and simplify

Seek opportunities to make space –physically, digitally, and mentally. It's hard to feel organized when your mind is in shambles and your office space and house are too.

8. Measure your progress

Develop the habit of knowing what is working and what is not so you can allocate more time for activities that are helping you reach your goals and eliminate those that are not.

9. Automate or outsource

Use technology apps or other methods that allow you to replace repetitive or boring effort and free up your time and energy.

10. Experiment

Explore new and innovative ideas and ways of doing things.

Examples

- Cooking
 - Ingredients and equipment
 - Order of operations

- Bookcases
 - Sort like topics together
 - Select non-book display objects
 - Group contents by shelf

- Pantry
 - Remove everything and clean
 - Sort by KEEP, THROW, MOVE
 - Group like items
 - Fit contents to shelves

- Junk Drawer
 - See Principle #3

- Event with a Timeline: First Trailer Trip of the Season

Brainstorm To Do List	# Days Before Trip	Prioritized To Do List
Make menus, food packing list	21	De-winterize & service trailer
Check bedding and all linens	14	Jim check tool drawer
Load temporary equipment (Cobb Grill) from master list	14	Load food staples from master list
Check first aid kit	14	Check first aid kit
Load special clothing and gear from master list (helmets, etc)	10	Check overwintered spices and flavorings-replace as necessary
Turn on fridge	7	Check cooking pans & appliances
Load fridge with perishables	7	Check dishes and silverware
De-winterize & service trailer	7	Make menus, food packing list
Load non-perishable food	5	Load non-perishable food
Jim check tool drawer	5	Check bedding and all linens
Check dishes and silverware	3	Load clothes for trip
Check overwintered spices and flavorings-replace as necessary	3	Load special clothing and gear from master list (helmets, etc)
Check cooking pans & appliances	2	Turn on fridge
Load clothes for trip	1	Load fridge with perishables
Load food staples from master list	1	Load temporary equipment (Cobb Grill) from master list