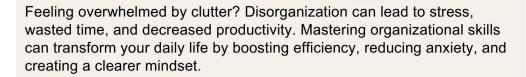
Employee Assistance Program Tip Sheet

Clutter to Clarity: Organizational Skills for Better Living







Try these simple strategies to bring order to your space and routine:

- 1. **Declutter Regularly:** Take a few minutes each day to tidy up. Use the "one-year rule"—if you haven't used it in a year, consider donating or discarding it. A clutter-free space promotes a clutter-free mind.
- 2. Prioritize & Plan: Start each day with a to-do list. Break tasks into manageable steps and prioritize them by urgency and importance. The Eisenhower Matrix (urgent vs. important) can help you focus on what truly matters. (You can learn more about the Eisenhower Matrix and how to use it effectively here: https://www.eisenhower.me/eisenhower-matrix/)
- **3. Create Functional Spaces:** Organize your workspace with efficiency in mind. Use labels, storage bins, and designated areas for essential items. A well-structured space minimizes distractions and improves focus.
- **4. Develop Daily Routines:** Consistency is key! Establish morning and evening routines to maintain order effortlessly. Small habits, like putting things back immediately, prevent mess from piling up.
- **5. Go Digital:** Reduce paper clutter by digitizing documents and using productivity apps. Organizing files electronically saves time and keeps important information easily accessible.
- **6. Practice the "One In, One Out" Rule:** For every new item you bring in, remove one. This prevents accumulation and maintains balance in your environment.

By adopting these organizational skills, you'll create a more peaceful, productive, and stress-free life. Start small, stay consistent, and enjoy the clarity that comes with order!

If you need support in creating a balanced lifestyle, reach out to you EAP for resources, guidance, and additional tools to help you thrive.

Source: BetterUp. https://www.betterup.com/blog/organizational-skills



Your Employee Assistance Program

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WEBSITE: EAPHelplink.com

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