

## Carol McMullen's

### • TIPS FOR GETTING ORGANIZED •

**Disclaimer:** These tips are the opinions of Carol McMullen, based on her own professional and personal experiences. The points below are meant to serve as suggestions rather than rules or guidelines. You have the freedom to decide which of these suggestions are appropriate for you, in your situation.

1. **Develop short-term & Long-term goals.** A short-term goal is something you wish to do or achieve within the next few hours, days, weeks or months. A long term-goal is something you'd like to achieve or accomplish in the next year to five years. List existing or potential barriers to achieving these goals to help you avoid pitfalls.
2. **Prioritize.** Ask yourself: What task do I want to accomplish? What activity do I want to complete? If the task or activity is something that isn't important to you, it may be more difficult to accomplish or complete. Reflecting on why the task or activity should be accomplished or completed may be helpful in such cases.
3. **Accept & Understand.** Accept your limitations. Understand that not all tasks related to organization will be easy to complete and that's okay.
4. **Change your expectations.** You may find yourself expecting a task or activity to be easy to complete. In other circumstances, you may worry that a task or activity might be too difficult to accomplish. Sometimes the true nature of the task contradicts our expectations unexpectedly. Thus, it is important to be neutral in your expectations to avoid setting yourself up for disappointment or frustration if an activity isn't as easy as you had hoped, or becoming overly intimidated by the task that you expect to be difficult or take a long time.
5. **'Chunk'.** Break larger goal down into series' of smaller goals when possible. This will make achieving large tasks more manageable.
6. **Avoid comparing yourself to others.** Everyone has their own strengths and weaknesses. What one person finds easy to do or is able to accomplish quickly, another might find difficult to accomplish to take longer to complete.
7. **Learn from others.** Be open to learning from others' organization successes. Ask for tips and suggestions that might help you get organized in area you are having difficulty with. You might also share any tips or suggestions who might have for organization successes with others.
8. **Just go for it!** Sometimes the best way to tackle a difficult task in organization is to avoid overthinking and just get started. Commit to working on a task or activity for a short period of time (e.g. 15 mins). You might be surprised to find that once you get going, your excitement takes over and you accomplish even more than you set out to with ease.

As stated by Carol McMullen, adapted by Kathleen Pauloff