



RESOLUTION NO. 2 GET ORGANIZED



TAKING CONTROL

Overwhelmed by clutter? Get hopelessly behind in the morning? Are your resolutions forgotten as soon as you make them? Help is here!

BY ALISON GWINN



This family office, designed by California Closets with Classic White and Cassini Beach finishes, includes clean, well-planned work spaces for both a mom and dad and homework/coloring spaces for the kids.

Open wall shelving is a good place for items you need easy access to—but add pretty items to dress it up.

California Closets advises keeping desks clutter-free by creating files for items such as bills, insurance, taxes and receipts and tucking them into file drawers. 303.754.0415, californiaclosets.com

6 WAYS TO TAME THE CHAOS AT HOME

- 1. Stock up on supplies.** You can't play tennis without a tennis racket—and you can't get (and stay) organized without proper tools, such as a filing cabinet/basket, folders, containers, storage boxes and a labeler.
- 2. Put like with like.** Whether it's batteries, paper clips or tools, store like items together in the same storage container in one place.
- 3. Cinch by the inch.** Break down projects into prioritized action steps and use a timer to work for short periods of time, like 10 to 20 minutes. This will shift you from feeling overwhelmed to feeling a sense of accomplishment, and soon your project will be done.
- 4. Do the paper chase.** You don't need to keep every piece of paper forever. At the start of each year, move your annual receipts/paid bills to a storage container, keeping personal and business receipts in different stacks. Label the year on the container, place your income tax

- returns on top of the respective stack and store together. In general, you should keep papers for seven years before shredding.
- 5. Find a common link.** Link your new "stay organized" habit with an existing habit. For instance, before you prepare dinner, put away anything you brought into your house that day or isn't where it belongs—or before you turn out a light in a room you're leaving, put things away in that room.
- 6. Do it now, do it now.** Remember the acronym DIN-DIN. It stands for Do It Now, Do It Now. Reduce stress and simplify your life by going through your papers now instead of letting them pile up until later. As soon as you bring mail into your house, go through it (it should take less than five minutes). And if you're swimming in junk mail, go to ecocycle.org/junkmail for help.

Source: Cindy Rogers, *All Things Organized*; allthingsorganized.us; 720.539.3955

MAKE YOUR NEW YEAR'S RESOLUTIONS STICK LIKE GORILLA GLUE

① Create a visual reminder. Write down measurable goals and post them somewhere prominent, such as your bathroom mirror or refrigerator. If you are motivated by imagery, display an inspiring picture that visually represents the goal when it's met.

② Break down long-term goals into smaller steps. Create a checklist for each goal, then feasible sub-tasks (such as going to spin class every Tuesday if your overall goal is to lose weight). Assign due dates for each sub-task to maintain momentum and hold yourself accountable.

③ Make yourself a priority. Set a weekly or monthly recurring appointment with yourself where you review your goals and create a plan. Prioritize scheduling events and tasks into your calendar that move you toward meeting those goals.

④ Check progress and modify. Put a quarterly reminder in your calendar to assess how you're doing. If goals shift over time, it's OK to aim for something new. Source: *Katie Siefertmann, local professional organizer and owner, Fall Into Place Organizing; fiporganizing.com; 720.593.6296*

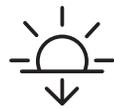


Make Your Mornings a Breeze

- 1. Prep the night before.** Dedicate at least 15 minutes each evening to getting ready for the next day. Choose your outfit from head to toe, make your lunch, prepare your bags and work materials and set them by the door.
- 2. Prioritize natural energy boosters.** Research clearly shows that adequate sleep and exercise make a world of difference for your mood, memory, productivity and ability to focus. Go to bed early so you can squeeze in an early-morning workout routine. Your mind will be sharp and ready for any stressors.
- 3. Get realistic about your time.** If you're always running late, you may not be allotting enough time. Jot down everything you must do from wake-up to exit, then estimate how much time each task takes to complete. Add 15 minutes to the total. That's your magic number.
- 4. Map out your day.** Take a small

notepad and jot down your appointments, events and top three personal or work "to-dos" (anything from an important phone call to a big errand to a 3-mile run) for the day. The act of writing solidifies memory recall while helping you focus your energy. Refer to the note throughout the day to stay on track.

- 5. Streamline your living space.** Organize your closet, kitchen, bathroom and entryway to promote maximum efficiency. Keep items you need for daily routines (like your toothbrush, car keys and sunglasses) within close reach and put everything back in its "home" so you can always find it.
- 6. Create an exit checklist.** Are there certain things you often forget to do or bring with you when you leave the house in a rushed, stressed state? Make a list of those things and make a habit of glancing at it before you exit the house each morning.



Create a Serene Bedroom & Sleep Routine

- 1. Keep electronics out of reach.** Charge your phone elsewhere and try using an old-fashioned alarm clock. Bright screens, email and social media delay a restful state. Stop checking email and social media one hour before bedtime.
- 2. Organize your nightstand.** Discard things you no longer need and add items that promote rest, such as a novel, dim-lit lamp and lavender-scented eye pillow.
- 3. Create a relaxing environment.** Paint your room a soothing color, invest in nice bed linens and hang artwork that makes you feel at ease.
- 4. Don't mix work and sleep.** Set up your workspace in another part of the home to create a physical boundary.

Make your bedroom a stress-free sanctuary.

- 5. Do a brain dump.** Get the mental clutter out of your head and onto a piece of paper. Write down lingering to-do's and upcoming stressors to calm your overactive mind.
- 6. Create a bedtime ritual.** Write out three simple things that help you wind down (examples: take a hot bath, listen to a short-guided meditation, spray a lavender scent on your pillow). Do them in the same order every night until they are ingrained.
- 7. Set a consistent sleep schedule.** Decide the optimal amount of sleep you need and train your body to fall asleep and wake up at the same time seven days a week.

Source: Katie Siefertmann, local professional organizer and owner of Fall Into Place Organizing; fiporganizing.com; 720.593.6296; also a member of the National Association of Productivity and Organizing Professionals, napo.net



Task management apps that will help you organize and manage your busy life: **WUNDERLIST:** Great for creating and sharing custom shopping lists; **ANY.DO:** Assistant features take care of tasks for you; **TICK TICK:** Calendar view helps with big picture task management; **SWIPES:** Minimalist interface appeals to those seeking simplicity; **TRELLO:** Drag-and-drop boards are great for people managing multiple projects.

my story

HOW I DISCOVERED THE INCREDIBLE LIGHTNESS OF ORGANIZING

BY KATE KALLSTEIN

➔ I'm a planner and always have an eye toward efficiency. As a consultant for nonprofits, I have to. But I'm also a sole practitioner, my practice is growing, and in 2017 I realized I needed help organizing my paperwork.

So I reached out to Kate Englebrecht at Call Kate (callkate.org), who told me she practices the KonMari method. She then said, "We'll need to start with your closet." I said, "It's not my clothes that need help; it's my files!" But she persuaded me to read "The Life-Changing Magic of Tidying Up," by Marie Kondo, and I decided to hire her.

My husband said, "You're going to pay someone to help you organize your clothes? Your closet already looks like you're totally Type A!" But I have a 5-year-old and a 9-year-old who are active in sports, Girl Scouts and dance. My husband is a finance professional. I run the household

The result, for me, is a lightness and a sense of calm. I also feel gratitude for being able to share things we weren't using with those who can benefit from them.

and my own business, do shuttle driving and coordinate schedules for after-school pickup—I needed help.

In August, Kate came to my house for four hours. She was wonderful and supportive, not directive. We emptied everything out of my closet and purged pile after pile, creating bags to donate or consign. And after four

hours, we'd gotten rid of about half of my things.

Kate's process really spoke to me in terms of addressing the emotional stressors of my environment. I decided to go through the rest of the house on my own, using the tools I had learned. I went through my kids' rooms with them, discarding the things that they had outgrown or that didn't spark joy. I went through the kitchen and baths, and Kate and her assistant came back and we spent six hours doing the basement.

The result, for me, is a lightness and a sense of calm. I also feel gratitude for being able to share things we weren't using with those who can benefit from them. The funny thing is, my office, which is what started the whole process, still isn't done, but the good news is that now everything is consolidated in my desk work area; there's no longer an overflow of papers in the china cabinet and down in the basement.

Working with Kate was part of an overall year of focusing on my wellness. I'd gone through a stressful period—my grandmother passed away, a close family member had a recurrence of cancer, my hometown flooded, my husband took a new job—this led me to find a new therapist, who helped me discover new wellness tools including acupuncture, and now I've found KonMari. Today, I can say I feel dramatically different: lighter, healthier and happier all around.

Kate Kallstein is the founder and principal of Kate Kallstein Consulting. She provides support to nonprofit organizations including board development, governance, strategic planning and training services. She has devoted her career to strengthening nonprofit organizations through leadership, advocacy and the law to enable them to focus on progress. Kate is an active member of the Consultants' Leadership Forum sponsored by The Denver Foundation and CausePlanet. Appointed by Gov. John Hickenlooper in fall 2015, Kate proudly serves as commissioner to the State Commission on Community Service, Serve Colorado.