

10 **Where Are My Keys?** *Organization*

Breaking Point

1. WHAT IS YOUR *BREAKING POINT* WHEN IT COMES TO ORGANIZATION? What areas of your house or office frustrate you? What items can you never find? Set a timer for at least three minutes and list all the things that really drive you crazy. Include places, items, and people (yes, for now you can list the things that others in the family do!).

2. Now, GO BACK THROUGH THIS LIST AND THINK ABOUT WHY THESE THINGS BOTHER YOU. Using a scale of one to five (five being most important) determine how important these things are to your life.

Things that matter

Based upon your ratings, choose THREE THINGS you are willing to let go, that just aren't worth the time and energy you give them.

- 1.

- 2.

- 3.

And choose THREE THINGS you definitely want to have organized.

1.

2.

3.

To organize or not

1. Take another five minutes and REVIEW your list of what works. Start another list along the side, listing the skills you now realize that you are using, that make these things work.

Applying what works for you

I can use my skills at _____ (what works) to help me with
_____ (what doesn't work).