

Modern
Organized
Mom

GOAL

SETTING

WORKBOOK

FOR

getting organized



WHAT'S *stopping* YOU

There is a saying, “Life comes at you fast.” And it is true. There is always too much to do and never enough time to do it. While we may not ever have a perfectly organized home, there is a way to work smarter, faster, and more efficiently, all while maintaining a greater sense of purpose.

This goals and priorities workbook will not fix your home, but it **WILL** help clarify the major problem areas to start your organizing journey. Even more importantly, it will help you create a clear plan of action, as well as help you develop a strategy for reaching your long term organizing goals.

It's up to you to make it happen!

Let's do this!

Cheers,
Hollie

TIME

IS WHAT WE WANT MOST,
BUT WHAT WE USE

WORST.

- william penn

LET'S THINK BIG

I have struggled with time management issues for years. Tack on a husband, a few kids, a household to run, and a career to maintain and suddenly there is little to no time left for anything, much less organizing. While researching a solution to my problem I came across an analogy I remember all too well from a college class I took. You may remember it from your days in class as well. It goes something like this:

My professor took an empty jar, filled it with rocks and asked the class, "Is this jar full?" We all agreed that it was full. He then took some little pebbles and poured them into the jar. The pebbles filled in the space around the rocks and he asked, "Now is it full?" We all agreed again and said yes. He then took a bag of sand and poured it into the jar. The sand sieved through the rocks and pebbles until the space was filled around them. "What do you think now?" he asked, "Do you think it is full?" We all agreed for a third time, yes, the jar was full. Finally, he took a large cup of water and poured the water into the jar until it was almost spilling over the top. "Now," he said, "the jar is definitely full." He then asked us a very thought provoking question: "Do you think," he said, "if I had started in reverse, with the water first, then the sand, and then the pebbles, there would still be room for the rocks?"

Think of our lives as the jar and the analogy becomes clear. If we can fill our jar with the big stuff first, it won't immediately get filled up by all the little stuff. When we think about how we manage our time, we have to make time for the big stuff first, before we take on the easy and ordinary. After coming across this analogy again, it really resonated with me. I started using this idea to help me plan out my day and almost immediately I started getting more done in less time, and had more time to do the things I really wanted to do.

Do you want to know what my secret was?

PUTTING PEN TO PAPER

The difference between a DREAM and a GOAL is often nothing more than a piece of paper. My hope, therefore, is that this workbook will become the piece of paper that turns your organizing wishes into reality.

IF YOU WANT TO
MAKE GOOD USE OF YOUR
TIME

YOU'VE GOT TO KNOW
WHAT'S **MOST IMPORTANT**
& THEN GIVE IT ALL YOU'VE


GOT.

-luviaorra

step one:

LIST YOUR PRIORITIES

You can't prioritize your time if you aren't clear about what is most important to you. Why did you want to get organized in the first place, and when it comes to organizing, what is most important to you? Is it creating a relaxing living space for your family to enjoy? Is it getting the kids' toys organized? Is it being able to eat as a family on a clutter free dining table? Is it creating time to be able to do something for YOU? Is it enjoying a hobby or working on a craft? You might even feel embarrassed to admit some of these things to yourself, but without crystal clear clarity about what really matters most, you won't be able to figure out what organizing goals you should be working towards.



List as many things as you can that are important to you when it comes to organizing(e.g. relaxing living space, eating as a family etc.), **as well as all the things you spend your free time on.** (i.e. social media, watching tv, etc.)

Next, with a **RED** marker circle the five things that currently occupy most of your free time. With a **GREEN** marker, circle the things that are most important to you when it comes to organizing.



Now list the five things that are most important to you in order of priority:

1.

2.

3.

4.

5.

These are your **organizing priorities**. This is where you should be focusing most of your time and energy. Refer to this list often, or post it in a spot where you can see it every single day--on your phone, next to your computer, or in your planner. The more clear you are about your priorities, the easier it will be to make wise choices about your time.

IN TRUTH PEOPLE CAN
GENERALLY MAKE
TIME

FOR WHAT THEY **CHOOSE**
TO **DO**; IT'S NOT REALLY THE

TIME

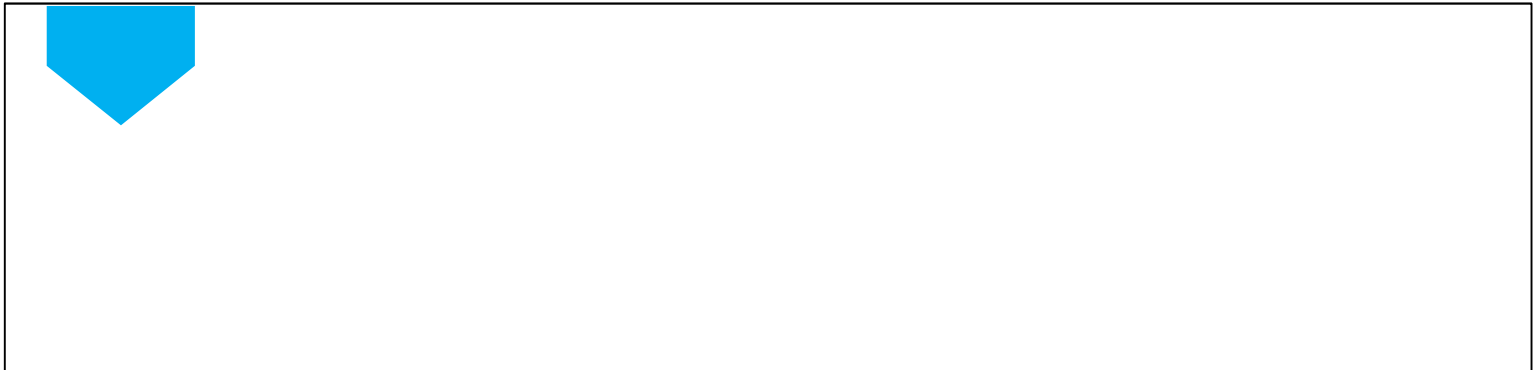
BUT THE **WILL** THAT IS **LACKING**.

- sir john lubbock

step two:

SET SPECIFIC PRIORITIES

Close your eyes and imagine your home in detail five years from now. What does the exterior of your house look like? What does your living room look like? Where do you eat dinner? What sort of storage is set up for the kids' toys? Where do you do your hobbies? Where do you spend your free time? Where in your home do you spend time as a family? Spend a few minutes day-dreaming about what your ideal home would look like five years from now, then write it down.



With this vision of your home in the distant future fresh in your mind, it's time for you to determine your long term organizing goals. List five major things you'd like to accomplish when it comes to organizing by this time next year. Be as specific as possible. Use quantifiable goals i.e. I want to clean 10 cabinets out, I want to throw away/donate 100 bags of clothes, toys, linens, I want to organize the pantry

1. _____
2. _____
3. _____
4. _____
5. _____

Now that your long term goals are in place, give some thought to your short term goals. When it comes to organizing, what is it that you want to get done in the next month? Is there any small chunk of your long term goals that you could do right away? i.e. clean out 2 cabinets, throw away/donate 5 bags, organize one pantry shelf. Set five manageable goals for the things you would like to accomplish in the next month, then repeat this process every 30 days.

1. _____
2. _____
3. _____
4. _____
5. _____

YOU MUST HAVE LONG-TERM
GOALS
TO KEEP YOU FROM BEING
FRUSTRATED BY SHORT TERM
FAILURES.

- charles c. noble

step three:

EAT THAT FROG

There is a book I read that totally changed the way I approached my daily task list. It was called *Eat That Frog: 21 Great Ways to Stop Procrastinating and Get Things Done* by Brian Tracy. It got its name from a quote by Mark Twain, who famously once said something to the effect of “If you eat a live frog for breakfast, chances are that will be the worst thing you have to do all day.” The point of the quote—and the book—was if you start your day by tackling your hardest but most important tasks, even if you don’t do that much more the rest of the day, you will still have accomplished a lot.

Life moves fast and it is far too easy to get sucked into mundane--albeit essential--tasks of the everyday. We spend our time putting out fires or escaping into the time-wasting world of social media and email. It all seems so necessary, so important, so urgent, but before we know it, we’ve spent the whole day reacting to other people instead of proactively reaching our own goals.

My own life changed dramatically when I changed the order in which I completed my task list. Most importantly, I started focusing on my long-term organizing projects and goals. As a result, my productivity skyrocketed and I was finally able to start tackling the things I really wanted to. If you want to jump-start your productivity when it comes to organizing, take a moment to decide which important tasks you will do first thing, and which less important tasks you will put off until later. Make it a goal to set aside a certain amount of time, whether it be 30 minutes or two hours, to focus on your long term organizing goals.

Beginning tomorrow, I will set aside _____ minutes FIRST THING to work on my long term goals and most important tasks.

Until I have “eaten my frog,” I will not do any of the following less essential tasks:

step four:

RESET YOUR HABITS

We all have habits, whether good or bad, that we go through in our daily lives. There is a book called *The Power of Habit: Why We Do What We Do in Life and Business* that is quite an interesting read and provides great insight into how and why we as humans create habits. Our brains are wired to form habits and once something has become a true habit, a different part of our brain takes over and we begin to perform that particular habit on autopilot. Since we no longer have to use mental energy to perform the task, our brain is free to focus on getting other things done. There used to be so many frustrating days of starting out strong, but by the end of the day I always felt like I had no energy left to put towards something productive. I realized, after reading this book, that because my willpower in a given day is limited, the more good habits I create for myself throughout the day, the more willpower and energy I will have left over to use towards other things. I made a list of the things I wanted to do automatically every morning. My list included getting up at a certain time, drinking a glass of water, getting completely dressed, drinking a cup of coffee while having prayer time, then writing for 60 minutes. I noticed after several weeks of doing this every day, I finally stopped thinking about it. I found myself reaching for my water while practically still sleeping! Now, it takes very little effort to get my day started off right, and at the end of my writing session, when I take a morning break, I still feel refreshed and ready to conquer the rest of my day.

List the 5 morning habits you would like to develop:

1.

2.

3.

4.

5.

List the 5 evening habits you would like to develop:

1.

2.

3.

4.

5.

WE ARE WHAT WE
REPEATEDLY DO.

EXCELLENCE

THEN IS **NOT** AN **ACT** BUT A

HABIT.

- aristotle

step five:

ELIMINATE THE UNESSENTIAL

I think for me getting rid of the things I don't really need to be doing is probably the hardest part. It's easy to want to escape for a little while, whether that is through checking my Instagram feed, zoning out on Facebook, drooling over Pinterest, or even taking on a few too many commitments.

This is where the priority list and goal setting becomes so important! If when you look at your free time, you find that much of your time is filled with things that don't match up to your organizing priorities or your most important organizing goals, then something has got to give. Start small--eliminate 3-5 things that are taking up time when you could be working on organizing. These are things that are not value added. Just stop doing them. Yes, it's easier said than done, but making a conscious decision paves the way for change.

Go back to step one and examine all the things you listed that are currently occupying your time. Circle in yellow the ones that are unessential--the ones that either don't fall in line with your organizing goals or fit with your organizing priorities. Of those circled in yellow, which five things could you eliminate from your life completely?

5 Things You Can Eliminate From Your Life Completely:

1.

2.

3.

4.

5.

THINGS WHICH
MATTER
M O S T
MUST NEVER BE
AT THE MERCY OF
THINGS WHICH
MATTER
LEAST.

-johann wolfgang von goethe

PROGRESS

Checking in regularly is the key to long-term success. Use this page to evaluate your progress in a week. Have you been able to begin organizing? Have you been more productive? Where have you seen success? What has been the most difficult? What organizing goals have you reached?



WEEK ONE



WEEK TWO



WEEK THREE



WEEK FOUR



REFLECTION

IT IS NECESSARY
FOR A MAN TO GO
A W A Y
BY HIMSELF...TO SIT
ON A ROCK... & ASK
“**WHO AM I,**
WHERE HAVE I BEEN,
& WHERE AM I
GOING?”

- carl sandburg

**DO YOU WANT TO LEARN
HOW TO WORK SMARTER,
NOT HARDER IN YOUR HOME?**

MODERN ORGANIZED MOM
OFFERS PRACTICAL ORGANIZING TIPS
TO CREATE AN ORGANIZED
HOME FOR THE MODERN MOM.

check us out!