



## Organizing Tips...

# Five resolutions to make (and keep)

- By Lorena Prime -

Every year we pledge to lose weight, get more organized, manage our money better, quit smoking, etc... I'm a big fan of setting goals, which is really what resolutions are, but it's difficult to achieve our objectives or even get started on them when our lives are so busy and chaotic. If we're distracted every day by a lot of small things, then we'll never be able to think clearly and plan for the big things.

Try implementing the suggestions below to create more room and time in your life so that you'll finally be able to tackle your larger aspirations this year.

**1. Let something go.** This is a key concept. It's hard to add something in your already overfull life so, instead, practice

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letting some things go. Your life is filled with tasks, promises, and projects for both work and home. **Pick three things and decide that you will not complete them.** You probably won't miss these three things, and you'll most likely feel relieved. In the future, when someone asks you to do something new or you are tempted to volunteer for yet another project, say instead, "I'd love to, but I'm not able to do it. Thanks for thinking of me" (or anything to that effect). Saying "No" gives you a tremendous amount of freedom to be able to say, "Yes" when you really want to.

**2. Be more present.** You're so focused on the final destination that you forget who is sitting in front of you. Give people your attention: stop typing on the computer when you're talking to someone on the phone, stop answering the phone while in the middle of a conversation, and stop multi-tasking so you can give your full attention to the person in front of you. Both you and that person will appreciate that you are really, truly there.

**3. Slow down.** Today I encourage you to walk more slowly, drive more slowly, eat more slowly, and do everything just a little bit more slowly. Often we're rushing around, even in our own homes, and you

don't realize how much you're hurrying until you take time to slow down. You'll get there just about as fast, and you'll feel 500 percent more relaxed in the process.

**4. Say "Hi!" to strangers.** I admit my midwestern roots are showing. In the middle of the country, we're not afraid to say "hello" to a woman walking on the sidewalk, a man behind us in the grocery line, or a teenager waiting at the bus stop. We all need to feel a connection and not just to our closest friends and family, but with others in our city. If we were just a little bit more polite and interested in each other, it would help reduce the stress for everyone. (Try it and see!)

**5. Put your goals on paper.** If you don't write your goals down, then you are less likely to achieve them. By the way, writing them down does not mean that you have to accomplish them *today*. Take these goals and break them into smaller steps so that you can move forward towards achieving them in bite-sized chunks over the year. If you are stuck or not certain how to proceed then consider reading a book or meeting with a coach to help. (I like the book "Teach Yourself to Be Your Own Life Coach," by Jeff Archer, but there are plenty of other options available - see your local bookstore or library.)

I love December and January because it gives me an opportunity to assess how the year went. What did I accomplish last year? What do I need to accomplish this coming year? How does my life feel? Is it in balance? If you are writing down the same goals year after year after year, then it might be time to make some changes since you don't seem to be making any progress on them. Following the suggestions above will help you slow down and create more time and space in your life so that you can give some thought (and take action) on what is really important to you. **Z**

*Lorena Prime, owner of Clearly Organized, speaks at companies and organizations about Time Management, Productivity, and using Microsoft Outlook more effectively. She uses a methodology that helps people shorten routine office work and save 1-2 hours every day. What could you do with an extra 1-2 hours? For more information, visit [www.ClearlyOrganizedLife.com](http://www.ClearlyOrganizedLife.com) or call 617-633-2199.*



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