



# IMPLY ORGANIZED



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## Making New Year's Resolutions & Three Things Challenge

### Making A Resolution

The word **resolve** comes from the Latin verb **solver** which means to loosen or to dissolve. In modern terms, we have stretched this definition to mean taking on a big or tough project and little by little "dissolving" it. Resolve also has a second meaning: to make clear and unambiguous, to bring conclusion. Here the emphasis is on focusing in on the exact outcome you want. Taking both meanings together, you can craft some pretty potent resolutions.

Let's say you want to get organized. Focus in on exactly what you mean by **get organized**. Maybe it's to dig out of a complex, disorganized physical mess. Maybe you want to develop regular, long-term habits and routines that keep you on top of things. Or, perhaps your resolution is to become a better time manager. Focus first; then **dissolve** it, break it down: Square foot by square foot, habit-by-habit, and daily play by daily plan.

Happy Organizing!

### Here is a great tip to move you forward called the Three Things Challenge.

What is the Three Things Challenge? Let's say you have piles of paper in a pile on a table, preferable NOT your kitchen table. However, if that is all the space you have, go for it. Now take the TOP 3 pieces of paper and deal with them NOW. No ruffling through the pile of papers to find the easy ones you prefer to deal with. No. The Top Three. Maybe one only needs to be filed. Ok, put it in the file right now. You can do it. Next piece of paper on top of the pile may be a phone call you've needed to make – no time like the present. And, finally the third piece of paper – a bill – put that with your bills to be paid, preferable in an attractive container that holds your bills to be paid.

This applies to your belongings as well. Decide if you want to keep an item. If so, find a home for it, NOW. If it is trash, discard it, NOW. If it can be recycled or donated, put it in your recycle or donate bin, NOW. I recommend all homes have a donation bin or basket so you can move things out of your home continuously.

Realize that many resolutions require behavioral changes over time. Did you know it takes 21 to 30 days to form a new habit? Such changes always work best when you get some help. Find a supportive, non-judgmental family member or friend to help you with your resolve, or consider hiring a professional organizer or an organizing coach. I am always happy to help move you forward with any of your organizing challenges.



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Creating control  
in the home and office