

# **Disorganized Procrastinator's Guide**



**Finally Getting Organized**

# Identifying Your Organizing Style

- Neat Nelly - Puts everything away out of sight, however the term neat can be questioned.
- Piles Polly - Puts everything out in piles all over the place.
- Basket Betty - Puts everything into baskets so that they look neat.



# Reasons for Procrastination



- Fear of Failure
- Fear of Success
- Addiction to the Rush
- Lack of Interest
- You Need Training

# More Reasons for Procrastination

- You Don't Like to Say No
- You're Overwhelmed
- You're a Dreamer & a Talker
- Inability to Visualize Success



# Overcoming Personal Roadblocks



Overcome your personal roadblocks and stop the excuses.

- Plan is planning to fail.
- Name it, Claim it.

If you cannot accept your part in being a disorganized procrastinator, you'll be stuck forever.

# Create & Automate Routines

Part of overcoming disorganization and procrastination lies in your ability to create and automate routines.

For example, automate bill paying by receiving bills via email and using online banking to schedule all payments.



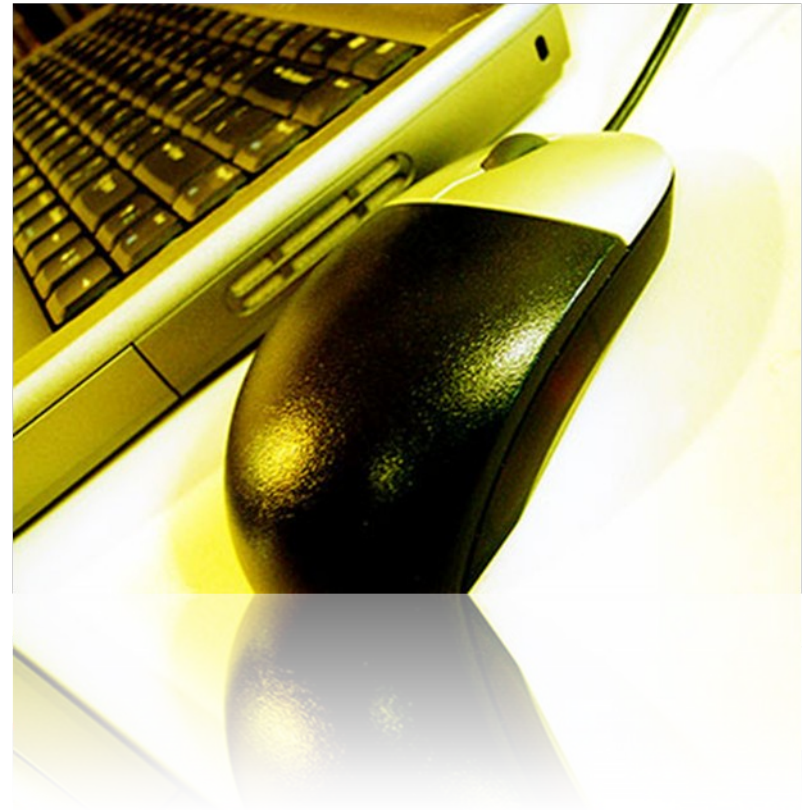
# Getting Organized at Work



If you have not processed each piece of paper to determine what actions need to be taken, put actions in your schedule, and so forth, you're not accomplishing anything but stuffing things out of sight and out of mind.

# Technology for Organization

Programs like Evernote keep track of information rather than saving pieces of paper all over the place. They are stored in an organized manner so that you can find it easily using your PC or mobile device.



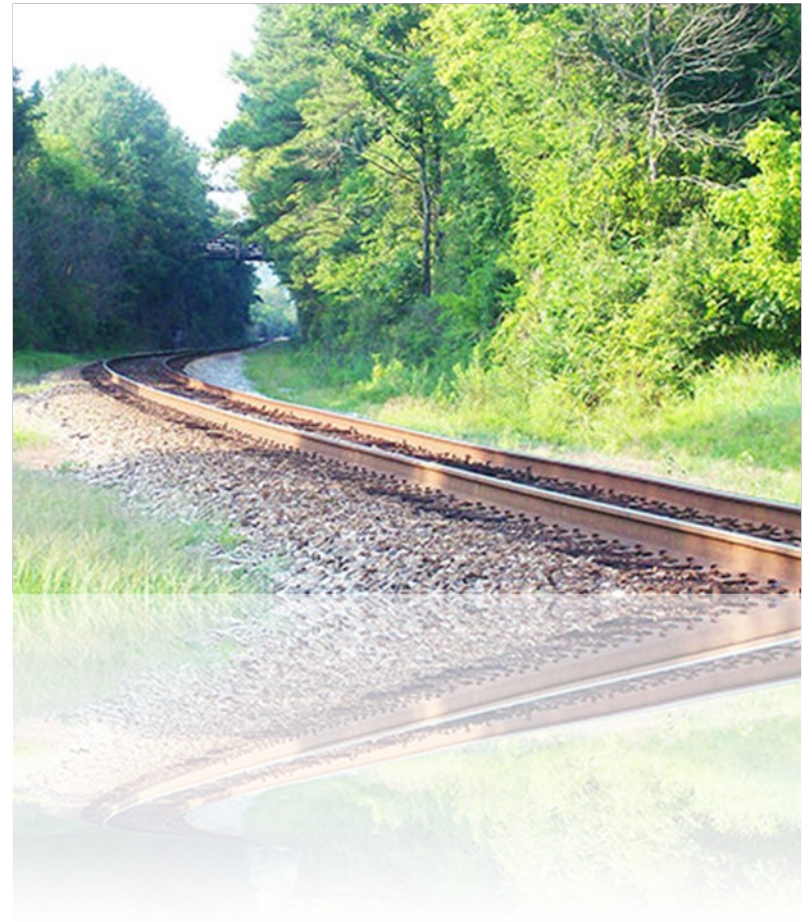
# Tips To Help You Stay Organized



- Purge Often
- KISS (Keep it Simple Sweetie)
- Be Creative
- Clean Up Every Day
- Keep a Calendar
- Forgive Yourself

# Get Back on Track

- You Have Choices
- Be Honest With Yourself
- Start Small
- Go Back to Your Calendar
- Let Go
- Do What Works



# The ABC's of Getting Started



- A - Take Action
- B - Break it Down
- C - Create Momentum

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