

Gavriel Shaw's...

ORGANIZE YOUR HOME SELF-REVIEW



Who
Lives
Here?

YOU CAN DO IT!

Do-it-yourself review of how organized your home is and what you can do to sharpen things up today!

LOOK AROUND YOUR HOME AND ASK 'WHO LIVES HERE?'

- ★ Forget about scheduling chores to time
- ★ Combine and overlap activities for efficiency
- ★ Organize Home by balancing Self-Image
- ★ 10 minute get-on-track reviews
- ★ Weekend take-charge sessions

How to organize your home...

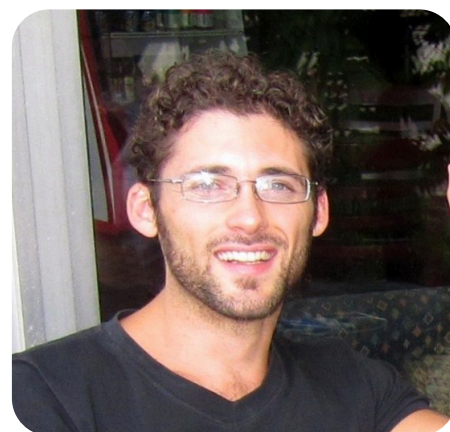
Whether you're a parent, single professional, or student...

...organizing Your Home is important.

In fact:

Having a disorganized home is a great source of depression and general dissatisfaction.

It's as if you carry your home with you wherever you go. When the home is pristine, generally speaking so is your attitude and



Gavriel Shaw writes on:
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mood when you're out and about, right?

In this feature article I reveal my top tips geared towards your organize home ability and efficiency.

Having looked after my self basically since I was 11 years old, combined with my absolute obsession for getting the most out of life, even though I'm MALE, I know how to run a ship shape home.

Just picture Einstein with a feather duster and apron..

I have studied business management and evolved it to organize home, organize closet, organize garden, you name it.

Apply these Permanent Principles of How to Organize Your Home, come quiet time or come hordes of visitors, and within just a week or so, you'll wonder how anyone manages any other way.

So here are my...

(see next page)



SIX "ORGANIZE MY HOME" MIND-CHECKS

1. Who Lives Here?

I had the pleasure of meeting Rosa Maria of Neo-Tech Publications who gave a talk on personal appearance and home organization.

I always remember how she explained that we can ask ourselves the question 'who lives here?' in our own home, and so question ourselves objectively about how we would judge the person that lives at this home.

Try it now by looking over your own home and asking yourself about the kind of person you would judge must leave there.

2. Forget about trying to schedule your home chores to time

This is one of the worst things that people attempt with the very best of intentions.

Trying to time-schedule chores to organize home does not last because of distractions and changes in mood and preference.



Then we beat ourselves up about the mess and that we really should be doing such and such to organize home, and we become even less motivated and things become less tidy than before! Yes?

It actually usually works much better to just wing it than to try scheduling home tidying activities to time, and along with the other Tips you will start enjoying your home more whilst being much more effective too.

3. Do similar activities at home in one place, and organize activities by combining them.

Alternatively said: “Do your make-up in one place!, and set up your personalized cock-pits”.

I know I need to explain about the cock-pits, but need I explain about the make-up?

Similar activities (like applying all your make-up) should be done at one time and one place, as much as possible.

It’s amazing how people understand this about something like make-up, or getting dressed, but miss it for things like vacuuming, grocery shopping, kitchen utensil placement, etc.



Do similar activities together in one 'mini-day'. Arrange to do all the weeks shopping (including clothes, food, electrical items, presents, etc) on the same visit to the shops.

Now to explain the cock-pit. Well the visual is that of an airplane cock-pit, with hundreds of lights, buttons, dials, knobs, to give the pilot efficient control and use of all that he might need.

Organize your home in a similar way. Well not quite so intricately as a real airplane, but in general, work out ways to save time, or make best use of time, by having things exactly where you need them.

Do you have an envelope opener next to where you open your mail?

Do you have a clutter free desk draw for those things you often want access to whilst at your desk? Like headset for computer conversation, telephone, current frequently referred to books, stationery case.

Every room should be so arranged: the bathroom should be ready for efficient use, and you could take it that much further by having speakers in there so you can listen to talking CDs to learn something whilst you shave and wash in the morning.

The kitchen too could have speakers. What I've got are my worksheets for vocal exercises and physical exercises that I often do whilst I cook. Food tastes better when I've done some quick exercise.

Personalize your environment, be aware of making optimum use of your time by arranging things just how you like and want them.

Take pen and paper and slowly go around your home with these questions:

★ What's the worst area I've got set up right now?

- ★ How much time would it take to get a couple of key areas better organized?
- ★ What's the best areas right now?
- ★ What would make this area more organized so it's faster and easier to use?
- ★ Is there anything in the way of getting to things quickly that I use regularly?

4. Organize Home Status depends on your self-image

The degree of your organization at home is comparable to the degree of your self-image.

In other words, if you see yourself as on top of things and well organized at home, you probably will be.

But which comes first (chicken or egg story I know)?

Well, by becoming emotionally involved with areas that you have got set-up as your personalized cock-pits, you will soon start feeling proud of your environment, and capable to organize home in all areas.

Suddenly you'll find things running much smoother, because you internalize and automate and become a person who sees yourself as being well-organized at home.

5. 10 Minute get-on-track reviews

When your home starts to feel disorganized, do a 10 minute organize home review.

And it's so simple. Just walk around the home with pen and paper, and jot down any areas that are not organized to your satisfaction.

Please don't fix anything whilst you do this 10 minute review. Otherwise the review itself will become a daunting task because you'll have in

mind that it will take ages because you have to go ahead and fix everything there and then.

Instead, just take 10 minutes to storm the house and jot down what needs better organizing later.

It's the very best method to access the experiences of abundance, control, and growth for an organized home.

6. Weekend Take Charge Session

In just one hour per week you can tidy up all the finer details at home to give yourself an incredible satisfaction that everything at home is organized.

"Home, for the next hour, it's you and me bucko!"

Dedicate 1 hour, every weekend, to digging in to those painful, boring, nit-picking, areas that you generally don't consider. It's like a mini-spring clean once a week where you tidy and organize and straighten out any areas that seem to have got disorganized over the past short while, that you have either not noticed or tried to ignore.

Acting on this final tip, once you have all the others going, will provide a larger-than-life confidence and enjoyment of your home, guaranteed. But you need to go back to the first tip, and start there now, and be diligent.

It's your home we're talking about here.

If you want my product called The 7 Steps of Organizing to help you with the process of organizing your home or anything else that's important to you such as hobbies, events, career projects, etc. then check out www.gavrielshaw.com/how-to-get-organized

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