

Recovering Dis-orderly Author Reveals Ten Tips for Getting Organized

1. TURN YOUR TO-DO LIST INTO A PRAYER LIST.

Rather than trying to cut through the jungle of today's time pressures alone, ask God for His help, wisdom, and order. Talk to God about each item. And ask Him to help you decide what to erase.

2. RESPECT YOUR TIME STYLE.

Because so many books on time and organization are written by basically-organized people for other organized people, many people say, "My situation is different." That's because there are two major time styles: The basically organized Category One and the need-to-concentrate-to-be-organized Category Two. So skip the one-size-fits-all solutions.

3. FIND THE TIME TOOLS THAT FIT YOU

Don't load yourself down with dozens of techniques. When you find the few key time tools for your personality and priorities, you unlock the riches of more time.

4. CARVE OUT AN APPOINTMENT WITH YOURSELF

When you have too much to do, find some time in your day when you can sit down to plan and prevent problems. One busy mother confessed that she hid in the bathroom for her uninterrupted minutes. Even ten minutes of planning can save hours of doing.

5. GRAB 15 MINUTES A DAY

Are projects piling up? Pick one that is on your mind. Maybe a closet to clean, a stack of paperwork, or a book to read. Then Grab 15 minutes a day for it. Even when you take off Sunday, 15 minutes a day adds up to 90 minutes a week. And that adds up to 78 hours a year!

6. KEEP YOUR STIMULATION AND EXCITEMENT QUOTA FULL.

Many people who have a high desire for stimulation and excitement inadvertently fill the desire with procrastination and last minute rushes. So if you have a high S & EQ, keep it filled positively, so you won't be tempted.

7. KEEP A NOT-TO-DO LIST

Rather than spending valuable time re-deciding, keep a not-to-do list of things not worthy of your time. Then if the possibility crops up, you can tell yourself in a flash, "Sorry, that's on my Not-To-Do List. One college student boosted her grade point average a point by adding to her not-to-do list: Any TV between Sunday at 5 until Friday at 5.

8. CUT SEARCHING TIME WITH NO TEMPORARY PARKING PLACES

If you have wasted time searching for keys, clothes, or papers; imagine a sign on your telephone handset each time you put it in place. "No temporary Parking Places. In Use or In Place!"

9. SAY NO MORE FREQUENTLY

If you change your mind, you can usually renegotiate.

10. DO IT DAILY.

Even though your time is pressed, weave what really counts into the tapestry of your time. Do it daily.

Excerpt from the book

***Finding More Time In Your Life:
With Wisdom from the Bible and Tools that Fit
Your Personality.*** Harvest House Publishers.

Author Dru Scott Decker is an internationally known speaker and psychologist. Even though she describes herself as a "recovering dis-orderly," she is known for helping organizations and individuals find practical solutions for persistent problems.

For a quick quiz on "Are You a Category One or Two" see www.findingmoretime.com.

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