

## ACTION PLAN

ADVICE FROM JEFF DAVIDSON, *At Your Best*  
ADVISOR AND AUTHOR OF *BREATHING SPACE*

### 5 Excuses for Not Getting Organized

Even if you know in your head that it makes sense to "clean house" at work or at home, some little voice inside you may still be feeding you excuses—like the following:

1. *"I've been meaning to."* If this is a familiar lament, you may be suffering from an inability to make and act on decisions, which is at the root of all disorganization, anyway. So make a commitment to getting personally and completely organized. Make it a high-ranking item in your life, and act on it. You'll thank yourself when you feel all that breathing space opening up in your formerly cluttered life.

2. *"I've never been good at organizing."* This is irrelevant. Few people are naturally good at organizing. It's a learned skill. The difference between people "who are good at organizing" and "not good" is that people who are organized recognize the effort required to maintain the organization. Those "not good" at it believe that somehow things "just get out of order" or "get lost." Some go so far as to think there are forces operating in opposition to them. They act like victims, when in fact they can be in control of the clutter.

3. *"I don't know how to get started."* Don't worry. Next month we'll give you an action plan for making a clean sweep of your workspace or homespace.

4. *"I have so many other things to do."* Of course you do. That's why getting organized is so important. After getting organized, you'll have time to do things that are important; you'll ignore or pass on those that aren't; and you won't feel so pressured, anxious and desperate about getting things done.

5. *"Organizing will take too much time."* The fact is, initially it takes one weekend and several week nights. On the other hand, consider what disorganization has cost you.

## At Your BEST

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Dr. Brenda Wade, Ph.D., expert in family stress and communications

Contributors Sharon Stocker, Marlan Wolbers, Janet Bregman-Taney

**PURPOSE:** To provide authoritative, useful, easy-to-understand information that will help our readers reduce stress, be more energetic and balance the demands of home and work.

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