

Employee Assistance Program *Tip Sheet*

Clutter to Clarity: Organizational Skills for Better Living

Feeling overwhelmed by clutter? Disorganization can lead to stress, wasted time, and decreased productivity. Mastering organizational skills can transform your daily life by boosting efficiency, reducing anxiety, and creating a clearer mindset.



Try these simple strategies to bring order to your space and routine:

- 1. Declutter Regularly:** Take a few minutes each day to tidy up. Use the “one-year rule”—if you haven’t used it in a year, consider donating or discarding it. A clutter-free space promotes a clutter-free mind.
- 2. Prioritize & Plan:** Start each day with a to-do list. Break tasks into manageable steps and prioritize them by urgency and importance. The Eisenhower Matrix (urgent vs. important) can help you focus on what truly matters. (You can learn more about the Eisenhower Matrix and how to use it effectively here: <https://www.eisenhower.me/eisenhower-matrix/>)
- 3. Create Functional Spaces:** Organize your workspace with efficiency in mind. Use labels, storage bins, and designated areas for essential items. A well-structured space minimizes distractions and improves focus.
- 4. Develop Daily Routines:** Consistency is key! Establish morning and evening routines to maintain order effortlessly. Small habits, like putting things back immediately, prevent mess from piling up.
- 5. Go Digital:** Reduce paper clutter by digitizing documents and using productivity apps. Organizing files electronically saves time and keeps important information easily accessible.
- 6. Practice the “One In, One Out” Rule:** For every new item you bring in, remove one. This prevents accumulation and maintains balance in your environment.

By adopting these organizational skills, you’ll create a more peaceful, productive, and stress-free life. Start small, stay consistent, and enjoy the clarity that comes with order!

If you need support in creating a balanced lifestyle, reach out to you EAP for resources, guidance, and additional tools to help you thrive.

Source: BetterUp. <https://www.betterup.com/blog/organizational-skills>



Your Employee Assistance Program

Anytime, any day, you have access to mental health professionals available to connect you with free and confidential services and resources to help you be your best. Simply call to get started today.

24/7/365 PHONE:
1.800.765.0770

WEBSITE:
EAPHelpLink.com
CODE: LOYOLA



Scan this QR code using your phone camera to go directly to the EAP website

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