

LET'S GET ORGANIZED

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Don't you admire people who have their act together? Don't you wish you were like them? What does an organized person look like? Well, they are usually busy yet calm, focused yet still able to be spontaneous. They are usually tidy, methodical, good time managers and high achievers. They get stuff done! While there are a small number of people who seem to be born organized and methodical, I suggest that around 75% of us need to learn this skill. Being organized is a wonderful attribute to have and this will score many points for us throughout our lives if we can master it.

If we want our kids to be well organized then we, as parents, need to demonstrate what being organized looks like. Firstly, we need to set routines for ourselves and for our families. Creating a weekday and weekend schedule for daily activities is a great start. It should include a time to be up and dressed, meal times, time for chores to be completed, time for fun activities and a set time for bed.

To maintain a calm, well-managed household you need to keep to the schedule. If not, then your kids don't know what to expect of you and they don't know what you expect of them. A schedule keeps kids on track, keeps your home running smoothly, and alleviates frazzled nerves caused by continually badgering your kids. In fact, having a routine encourages kids to learn to do things without being told. They also learn the importance of completing one task before moving on to another. There is nothing that addles the brain more than a shambolic existence where there is no order, no plan, few rules, and few expectations.

Effective time management is another great attribute to have. Your kids will also learn this skill from you. If you are on time for appointments, work and other functions, then they will learn its value also. When you are not on time, you are being disrespectful to others. Good time management has always been a high value in our home and there were always consequences when anyone was late. When time is well managed, people fit much more into a day. Being productive creates satisfaction. When we are pleased with our accomplishments it is natural to want to continue that activity to the best of our ability.

Another way to encourage good time management is to create short and long-term goals and plan the time to successfully achieve them. When your mind is organized in this manner, there is much less likelihood of being distracted. It is just a matter of visualizing the goal, and tasting the victory or satisfaction in achieving it. So it becomes focus, focus, focus!

I am a singer. Some time ago I set my sights on winning a very prestigious singing competition. I worked out what the judges were looking for. I practiced and practiced my songs. I told myself firstly that it was possible to win,

then that I could win and then that I would win. I visualized the trophy in my hand. I was absolutely focused. I set my goal, did everything in my power to make it happen, and it went exactly as planned. That was an invaluable experience that has set me on a path of encouraging people to not only dream of success, but to go out and get it.

Life is short. There is so much to do and experience. Anything is achievable if you are organized. Get your kids off to a good start. Teach them how to be organized so they can accomplish great things.

If you have any comments or questions on this subject, please do not hesitate to contact us at sally@forefrontfamilies.org. We invite you to also check out our website at www.forefrontfamilies.org and our blog site at www.forefrontfamilies.blogspot.com for further assistance.