

WPO US January webcast

Hello. I'd like to welcome everyone to our online seminar today, "Everything in Its Place: Getting Organized." My name is Katie Muhlhammer. It's my pleasure to be your host. Before I introduce our presenter, I'd like to mention a couple of quick housekeeping items to help you make the most of this session.

If you take a look on the left-hand side of your screen, you'll see an option that says "Event Resources." We have not only a copy of the slide deck our presenter is using, but an additional email handout reference for you as well. We also have a question that says "Ask a Question." You're welcome to type in questions on this topic. I'll share a little bit more at the end about how we'll reply to you on those. And then finally, we have an FAQ or Frequently Asked Questions section. You may ask questions about a certificate, for example, and you can scroll through and look at those. Again, you should see all those options on the left-hand side of your screen.

So, for today's topic, we're very pleased to have Erin Skolte presenting. Erin has a master's degree in instructional design and performance technology, and she functions in a multipurpose learning and development role. She manages projects and training requests on a global scale and prides herself on being known as the planner of her team. Every part of her day is planned ahead and meticulously laid out, whether it's breakfast or meetings or grocery shopping after work.

Outside of work, Erin assists with the management of a team of 70 volunteers and is currently planning her wedding, with the help of lots of spreadsheets, of course. In addition to being organized, which Erin considers a hobby all its own, Erin is an avid traveler and has visited 19 countries, her favorite being Thailand. When she's at home, Erin loves drinking coffee and cuddling with her cats. So, Erin, we're pleased to have you presenting. I'm going to go ahead and pass it over to you now to get us started.

Great. Thank you so much for the introduction, Katie. I'm very excited to be discussing getting organized and having everything in its place. During the session we are going to identify roadblock organization and learn ways to get organized, declutter, and simplify life by discussing the characteristics of the four types of clutter keepers, identifying various roadblocks for

WPO US January webcast

organization, and providing tips and techniques along the way to make getting organized easier tasks.

There's some statistics here to take a look at. Starting at the top, getting rid of excess clutter would eliminate 40% of the housework in an average home. I know many people complain that housework takes up a lot of their time, you know, after work, and takes away from their family time, and excess clutter could eliminate up to 40% of that. One in 11 American households rent a self-storage space, spending over a thousand dollars a year in rent. So, if you consider that that thousand dollars a year over, you know, an adult life, that is thousands of dollars that could be spent on other things that are a bit more fulfilling and satisfying to you and your family than renting a self-storage unit. Lastly on here, 80% of the clutter in most homes is a result of disorganization, not a lack of space. And that speaks to me, even as a very organized person. I know that from time to time I complain that my home isn't big enough. Really, it's just due to my organization falling a bit behind. There's a closet that's overflowing. Chances are it's not because the closet is too small, it's because there's too much clutter or that it has become disorganized.

So let's go ahead and take a survey regarding organization and ask yourself which—excuse me, sorry—which area you struggle in the most when it comes to organization: home, work, or both? And Katie, I'll let you run the survey.

Great. Thanks so much, Erin. I'm going to go ahead and send the survey out to everyone. Whenever it is that you're listening to this, please feel free to click on the screen. As Erin said, currently in which area do you struggle with organization the most? Is it home? Is it work? Is it both home and work? So we'll go ahead and give folks a chance to select that option. Once we go ahead and select that, you'll be able to see where other participants in today's session fall along that as well. Erin, I'll go ahead and pass it back to you now.

Great. Thank you, Katie. So, I'm going to guess that for a lot of you, home is going to be the area that you struggle with organization the most, probably due to the facts that there are kids, spouses, and pets at home, and there's no one watching over your shoulder to keep you accountable like there would be at work.

WPO US January webcast

So, let's talk about your organization style. Envision how your home or workspace looks on a perfect day, and think about how it looks today. What are the areas of clutter or disorganization that you would want to change? You can take a moment to write these down if you feel so inclined. You're not going to be quizzed. But after today's session, you could go back and look at those notes to come up with a plan for getting organized in these areas.

So how organized are you? Some questions you could ask yourself to test this is are, can you locate important papers when you need them? Can you always find your car keys? Are your mornings calm and orderly, or are they a whirlwind of last-minute chores? Do you constantly run to the grocery store, or maybe you miss project deadlines at work? If you answered yes to many of these, then you may be lacking a bit in your organization. But how bad is it? Is an entire room in your home dedicated to items that you're keeping just in case? Are you renting a storage unit, which, as stated earlier, can cost up to a thousand dollars a year, because you're hanging onto belongings, but you couldn't actually name actually what that storage unit contains? You can't accept the thought of people coming to visit because you have no idea of where you're going to hide your stuff?

In the book *Cut the Clutter and Stow the Stuff*, by Lori Baird, she describes four different styles of clutter keepers. First, there's the collector, then the accumulator, the concealer, and finally the tosser. In the next four slides, we're going to discuss each of these styles of clutter keepers. Collectors appear to have a method or a goal, but it's seldom complete, and they typically wind up with a collection of collections. Collectors find that they have many collections. They may have been collecting items since childhood, and they might continue collections for their kids, even after the kids have lost interest. If you identify yourself as a collector and want to become organized, you'll have to ask yourself some tough questions, such as "Why am I collecting this? Will this actually become valuable, or will it just collect dust? If it does become valuable, do I really have any intention of selling it, or will I keep it and never realize my investment? Do my kids show any interest at all in having this item someday?"

Next is the accumulator. The accumulator is your basic pack rat, someone who keeps everything. Things come in, and they just never go out. Most accumulators really feel that their items have value or that they will have value someday. Others just don't know what to do with the stuff once they

WPO US January webcast

have it. Many times, their need to keep things is emotionally based. They may have led a deprived life, moved a lot, or perhaps their parents didn't let them keep anything when they were younger, and precious things were disposed of too quickly. Too often, accumulators don't think of getting rid of stuff. Rather, they think the solution is more space. Even I, myself, am guilty of this sometimes.

As I mentioned earlier, I think that I need a bigger home, when, really, I just need to make better use of the space that I have. An accumulator will need to learn and adapt methods of organization. First, he or she will need to acknowledge that hoarding things of questionable value is costly and can really steal your life away from you. They must also not feel responsible for the clutter that other people apply: the calendar from their dentist or the foot massager from their sister-in-law, for example. You don't have to keep everything that's given to you.

Next, we have the concealer. This style is much like the accumulator, but his or her stuff is neatly packed away. The concealer loves storage bins, baskets, crates, and file cabinets. Things are labeled and may even be color coded. This doesn't sound like a clutterholic, but that's because the clutter is neatly arranged. Like accumulators, concealers must first recognize that their plastic boxes may actually be filled with worthless stuff, and they have to deal with it. I can give a very personal example of that. My fiancé has many belongings from high school and college that he never looks at, but because they are packed away in boxes, he thinks that they're not an issue. And those are items that are never being looked at, never being used again, but because they are packed away in a neat and tidy way and concealed, he thinks that they're organized. Obviously, we have differing opinions on that.

The next style on the list here is the tosser. The tosser doesn't leave anything lying around for very long. You'll not find yesterday's mail or the mate to your navy sock, because the tosser has already thrown it out. Tossers are not sentimental. They do not have toys from their childhood, the wedding couple from the wedding cake, or their child's first pair of shoes. Tossers who live with people who are not tossers are in a constant state of battle. The tosser may or may not ask family or household members before getting rid of something. Tossers are included here on this list because they consider everything to be clutter. If the tosser doesn't know what it is, then it must be junk. If you're a tosser, which I definitely

WPO US January webcast

have some of these traits, the least you should do is have house rules established that others know about before you toss things out. For example, things left on the kitchen table get thrown away by dinner time.

This is a quick overview of these four styles. It's interesting to consider what style you might describe yourself to be as you begin tackling the task of getting organized. It may also be helpful to consider the clutter styles of your family or your colleagues so that you can plan ahead and be more successful in your efforts. Also, by identifying your own style, you can better interact with others who have a style different to you. So if you've found that when listening to this list of styles, perhaps you and your partner or your children have different styles, consider finding a way to meet each other in the middle when working through organizational tasks together.

Next, we're going to take another survey, and it's going to ask you what is the hardest thing about getting organized. You have four choices: A, there's so much I don't know where to start; B, I don't have enough time; C, I don't know what goes where; or, D, I don't have the money to get organized. Katie, do you want to go ahead and send that survey out?

Sure thing. Thanks, Erin. I'm going to go ahead and send that out to everyone. Take a moment and reflect on that. And, again, which of these is the hardest thing for you personally about getting organized? So take a moment to reflect on that. Go ahead and select an option, and then just like before, once you go ahead and submit your option, which option you most resonate with, you'll be able to see the results of everyone else who's voted. All right, thanks, Erin. I'm going to go ahead and pass that back to you.

Great. Thank you. Listed here on the screen are six roadblocks to successful organization as described by getsetorganize.com. There may be more roadblocks that are specific to your personality or your unique situation, but take these into consideration as we discussed moving forward and tackling organization.

The first roadblock that is on the list is you're unsure of where or how to get started. A lot of people don't know where to start. They just see all the clutter, and they don't know where to start their attack. We're going to talk next about how to go about starting that attack.

WPO US January webcast

Another roadblock is that you don't feel that you'll be able to get it done. We're often excited at first, but we need to realize that just like we didn't get disorganized in one day, it will take more than one day to get organized. Be patient, take your time, and don't get discouraged. I personally struggle with this. If I have a large organizational task, I get overwhelmed, because I just want it to be done. And I have to remind myself that any progress that I make, one task at a time, will eventually result in overall completion of the organization task.

Another roadblock is that you feel like you don't have enough time. This kind of ties in to not being able to get it done. Life is so busy these days, we might feel that we don't have the time to get organized. But, really, when you get organized, you're actually saving time. So, while you may have some labor up front, in the end, the results will save you time in your day-to-day life.

Another roadblock is that you're unsure of how to organize items. So we're going to take a look at some tips that will help you with it. It can really help to clear everything out of an area first and then start fresh. Again, we'll look at some tips later on. You have limited finances. You might think that you need to buy all kinds of storage bins and tools in order to put organization into your life, but that's not always the case. You can work with what you have. Lastly, maybe you think that organization is boring. Organization is what you make it. It doesn't have to be boring. Or you might be really strange like me and find it fun and exciting, in which case I might need to take it down a notch.

So, where do we start? Before we begin with the organization process, let's just take a couple thoughts into consideration. Being organized is different than being neat. Being disorganized is not a moral issue. This is not about you being bad or good or having bad or good traits. And lastly, organization is not perfect or about being perfect and achieving perfection in your life. According to Julie Morgenstern, in her book *Organizing From the Inside Out*, being organized has less to do with the way an environment looks but more with how effectively it functions. She uses this definition of organization. "Organizing is the process by which we create environments that enable us to live, work, and relax exactly how we want to. When we are organized, our homes, offices, schedules reflect, encourage who we are, what we want, and where we are going." I think that's really important as a takeaway from this, is that being organized is something that really

WPO US January webcast

affects your life from the inside out. It's not about how your home looks; it's about your day-to-day life and the impact it has on you and your family.

Julie Morgenstern also recommends these three steps listed on the slide: analyze, strategize, and attack. So, first, when you're getting started with organizing, analyze. Take inventory of all that you have, where you currently are, and where you're going, as well as what is holding you back. Then strategize: Create a realistic plan for the physical transformation of your space, whether it be your home, your office, your car, or a little bit of each. Finally, attack. It's time to dive in and start putting your plan into action. Methodically dive into the clutter and sorting, rearranging items, and seeing your progress as you work. It can be helpful to determine which items you have that are actually essential to you. Some experts say that we only use about 20% of what we have. The other 80% are things that we once used or feel we should use or things we might use some day.

Here's an idea to test how many of your items you actually use. Buy something like a package of red adhesive dot labels. For the next month, stick a red dot on every object you handle, every file you refer to, or every piece of art or knickknack that makes you feel good when you look at it. In addition, keep a log of everything you were looking for but could not find. This exercise, while it feels a bit awkward, will help you determine what you should keep, what you didn't need, and what you need to make more accessible.

Another trick that's frequently used when people are cleaning out their closet is at the beginning of the year, turn all the hangers in your closet backwards, and every time you wear a piece of clothing, hang it back up with the hanger facing the normal way. At the end of the year, all the backwards hangers are items you should get rid of, as you have not used them in the last year.

It's important to set goals and deadlines as you plan out your strategy for organization, but first, it's helpful to determine why you want to get organized. This will serve to help you get motivated and stay motivated. Some of the reasons why might include reducing stress or not feeling embarrassed, or being able to spend more time with your family and less time cleaning up clutter.

WPO US January webcast

When setting goals, look at what is working and what is not working. For example, “I can never find my”—whatever, or “I can't do this because of the clutter.” “When people visit, I'm so stressed by”—all these statements help you figure out what is really important to you, and you can prioritize your goals as you move into organization. Setting goals involves both short-term and long-term goals. Giving yourself a deadline will help you to stay on track and enable you to be more successful in meeting your goals. Setting short-term goals can help the task seem more manageable and also give you a sense of accomplishment as you complete each smaller goal.

Writing down your goals is a very important step. You're more likely to meet your goals if you write them down. This is a really big item for me. I love making checklists, to-do lists, so that I can get the satisfaction of crossing things off the list. And if you start with one or two small goals, you'll get a bit of a confidence boost by crossing those things off before you move on to bigger tasks.

You also want to make sure that the goals you create are smart goals. SMART is an acronym you may have heard before in work or school that refers to goals that are Specific, Measurable, Action-based, Realistic, and Time-specific. An example of a SMART goal would be, “Within 6 months, I will implement a mail filing system in which incoming mail is sorted into files and handled or thrown away within 7 days of receiving.” SMART goals are much more likely to be kept than goals that are not well defined.

Finally, remember that just as it didn't take one day for your clutter and disorganization to pile up, organization is not going to happen overnight. Once you have your plan with your goal written down, you can start attacking them one by one.

So you've decided to get organized. Here are some quick ways to get organized using paper or technology. To-do lists, as I already stated, are vital for organization. Develop one daily, perhaps one for home and one for work, and prioritize items on your list. Make sure that you cross off items once they are complete. Crossing off these items helps you to feel productive. And if you're really getting into the spirit of organization, it can boost your confidence.

Planners are also important tools. Make sure you document all appointments and events, whether they are upcoming or far in the future.

WPO US January webcast

This can be a hard-copy planner, electronic version, an app, a wall calendar, anything like that. Find what works best for you. You might even include your to-do list in your planner. I use a combination of paper and technology to capture my to-do list items and my events, and I find that I put different items in a different form, depending on my preference. Then refer back to your calendar each night to ensure you are prepared for the next day. Any uncompleted items will be moved to the top of the list for the next day. Finally, whether you're in a meeting or have an important conversation, or perhaps discussing organization at home with your family, always jot down notes.

Listed on this slide are some tips for winning the paper war at home. Keep in mind that with technological advancements, the amount of paper we handle every day becomes less so, but these principles can be adapted and applied towards technological information as well. Start with using the ABC system for incoming mail. File A is for important items: invitations, bills, and time-sensitive information. You can put this in a basket, but be careful: This tends to just sit and accumulate.

File B is for important but not sort of time-sensitive items, such as catalogs, magazines and warranties. These need to be filed as well, but not with your mail. Place magazines and catalogs in a specified place, rotating and discarding the older versions. Warranties and the like should be filed with other household papers. Do not hoard newspapers and magazines. Recycle them. You will never be able to read all of them in your lifetime. There are places that might welcome receiving your old magazines, such as a senior center, child care center, or a doctor's office. You might also buddy up with someone and share a subscription or just pass the magazine along to someone else when you're done. I have colleagues that do that. When they're done reading the magazine, they bring it in for me to enjoy, and once I'm done with it, I recycle it or pass it along to someone else.

Finally, file C is for the trash can or recycle bin. This is for junk mail. Open your mail right next to a trash can or recycling bin to make this easy for you. I live in a place where there is a mail center, and when I take my mail out of the box, I do not enter my own home until I've thrown away or recycled the junk mail, and that way it never enters the house.

So, try and create a filing system that works for you. Typically, this includes general categories. For example, bills, medical information, and insurance

WPO US January webcast

documents, and then subcategories within that. You might also have a dead pile for past tax returns and older information that you still need to come for some time. Use whatever system and equipment that works best for you. Like I said, we're moving away from paper these days, but that means that you can still apply these principles electronically by creating folders and subfolders on your computer. Remember that there are key documents you need to keep in a safe place, such as birth certificates, Social Security cards, house deeds, and wills. It's important to have a copy of these items in more than one place in case anything would happen to them.

Speaking of "in case anything happens," it's very helpful that at least one other person, perhaps a trusted family member, knows where to find your important documents and how you have them filed. Also, if they're password protected, in the case of electronic storage, make sure that they're able to access the password; otherwise they won't be able to do anything with the information.

Now let's talk about the paper war at work. Here are some tips to help you keep a clutter-free workspace, and you'll find that while they're similar to those at home, it's different because you don't have your family to take into consideration, but you do have colleagues that may need access to the information or paper that you're dealing with at work. As soon as you're done with something, throw it away, shred it, delete it. Do not hold on to it, as it will become harder to throw away later.

If applicable, have a set of organization trays listed by level of urgency. Make sure you place all documents in the appropriate tray. A great technological example of this would be emails and email folders. All important documents must be labeled and placed in the folder for safekeeping. However, paper can definitely cause unnecessary clutter. Something that you could consider doing is scanning important documents and keeping them in a specific folder on your computer. That way they're not printed in the first place, or if they are printed, they can be properly disposed of. We do have a handout that accompanies this session, which you can use as a resource, entitled "Manage Your Email." So this ties in to the concept of managing paperwork, but in a more electronic format, which, of course, email can take over our lives in the workplace.

WPO US January webcast

Going back to our home, moving away from the topic of paper but organizing at home, here are some great tips for you to follow, regardless of your living space. Whether it be a house, apartment, shared living, this can apply anywhere. Utilize your entryway. Hang hooks for coats and keys and things that you might throw on the floor when you walk right inside the door. Consider placing storage bins or furniture with drawers near the entryway to keep track of items that don't really need to go any further into the house, such as shoes, mittens, hats, and anything that you would want as you're going back out the door again.

Keep a master calendar. This is especially important for families. This can be a wall calendar or an electronic calendar, whatever works best for you. Keep track of appointments for everyone, including sports practices, dance classes, doctor's appointments, all in one place so the entire family can see it.

Store items where you use them. For example, keep the coffee supplies close to your coffeemaker. I like to drive members of my household a little bit crazy, because every time I rearrange my kitchen countertop, such as moving an appliance from one side of the room to the other, I then have to rearrange the cabinets in order to get the supplies closer to that item. This is one of those concepts where organization might take a little bit of time on the front end, but it will save you time in your day-to-day life by having, for example, your coffee supplies close to your coffeemaker. When organizing at home, don't forget about things like your refrigerator and your medicine cabinet. Check for expired food and medications, and dispose of them properly. Finally, a key to organization, at home or work, is to have a place for everything.

Here's some other tools you can use and integrate them into the organizational tips that have already been discussed: A calendar can help you keep track of appointments and meetings all in one place. You can use calendar apps like Sunrise, use other electronic calendars, such as Google or Outlook, perhaps the built-in calendar on your phone, or even go old school and have a physical calendar, such as the day-to-day planner, desk calendar, or wall calendar.

Having an electronic or hard copy to-do or task list is another great way to stay organized and manage incoming information. Outlook is a great tool for all of your scheduling needs. You can use the flags to assign due dates

WPO US January webcast

and receive reminders to follow up. Ticktick.com is a virtual to-do list that you may also find beneficial. If your organization has invested in a past management system such as Asana, there may be a personal account that you can use. In addition to managing your work to-do items, you can also be managing your personal to-do items within that platform.

Use tools or applications with reminders that can be set. Outlook, calendars, Microsoft OneNote, your iPhone reminders are some examples. That way you can take notes, assign tasks with due dates, and add check boxes so you can check things off when completed. Use auto-routing rules and color coding in emails. For example, in Outlook, you can color code emails from your manager a certain color so they stand out in your inbox and grab your attention. You can also use colors to differentiate and prioritize emails coming in, or you could have unimportant emails auto-routed to a folder to review at a later time. This help you prioritize your work and get through your day with less stress.

Additionally, to avoid a pile of emails stacked up in your inbox, you can create folders for important emails. This will eliminate constant use of the search button, as well as eliminate wasted time surfing through the loads of emails. This is especially helpful when you come back from an absence at work. You know where to prioritize your time. As you create folders and rules, make sure that the names make sense and are useful. Once a week, or maybe once a month, you can take time to delete any messages that you no longer need. In doing this, please be realistic and remember that you cannot save everything.

Here are some other useful tools and applications that you can use to organize your life at home or at work. Use bill-pay apps and reminders to set up auto bill pay so you don't have to shuffle through bills every month when you go to pay them. Use Dropbox, Google Drive, or iCloud for managing storage, managing files. Some helpful applications to use are Asana, a project management app I mentioned; Evernote, which is useful for keeping track of a variety of items, such as websites and notes; and taking notes. Inbox Pause is an app that prevents from incoming email distractions. Another solution is just to close out of your email for periods of the day and recheck it during designated times. There's Keeper, an app for keeping track of passwords, which uses a high level of security to keep them safe and all in one place; Pocket, which is used to tuck away items that you want to review later; Remember the Milk, an online to-do list and

WPO US January webcast

task management; Unroll.me, this helps you manage unwanted email subscriptions. A point of advice here is that when you receive an unwanted email, it takes about the same amount of time to click the unsubscribe button as it does to mark the item as junk or delete it, so just go ahead and click unsubscribe so you never have to see emails from that sender again.

I also want to make note as we're moving more into technological organization, many of us have Apple devices, such as an iPhone or iPad. The built-in apps on your phone, such as Reminders or Notes, are really helpful in basic organization. I use the Reminders app to schedule my household chores. So I know that once a week my downstairs needs to be vacuumed, so I have a recurring task reminder that every Tuesday afternoon I'm going to vacuum the downstairs, every Wednesday I'm going to run the dishwasher, and it pops up on my phone. I open the reminder, I either check it off the list or I snooze it for a later time, and that helps me keep on top of tasks and chores as they come up. These are just some examples. You can find the tools and applications that work best for you, depending on your resources, what technology you already have in your household, and really try and integrate it into what you already have.

Here are some miscellaneous tips as we're wrapping up our strategies for organization. Remove everything from your site before you decide what stays and what is tossed out. You want to start with a clean surface. Don't try and pick up a mess around yourself. Try these solutions, which will help you with the phrase, "But I can't get rid of this because." Instead of keeping everything, take photos of the items. Make sure if you're taking photos, be sure you have a file system in place for them. Ask yourself if you will love a person less if you dispose of their gift, or will they love you less if you dispose of their gift. Think of those who could really use the items that you're only storing. Would someone else make better use of this item? Would it be seen more prominently in their home? Would their child take pleasure in it? And get rid of duplicate items. If you've merged households with a significant other, get rid of duplicate books, movies, appliances. Find a good home for them by donating them or gifting them to someone.

Set up a meaningful reward system for yourself. Like I said earlier, keep those goals visible to you on the to-do list so you can visibly check them off and get that feeling of satisfaction when they're completed. Take photos of before and after so you can see what you've accomplished and show it off. I think that's really great if maybe your spouse is out of town for the

WPO US January webcast

weekend and you take it as an opportunity to do some organizing, take pictures so that when they get home you can show them the progress you made.

Make a list of the actual things you would like to do once various goals are accomplished. Maybe once a goal of cleaning a certain closet out has been accomplished, you'll then feel more passionate about repainting the room that it's in or treating yourself to some new organizing containers. Then, again, maybe I'm the only person who thinks that organizing containers are an exciting treat. I'm not sure.

So how can you integrate organization into your daily life? How can you stay organized after implementing the systems we've talked about, ensuring that you can really do it long term? Take attendance each day to do a quick pickup around the house. I usually do this in the evening when I've gotten home from work. Maybe I finish making dinner and I want to do a quick pickup before I sit down and relax on the couch. Take advantage of the night before. Pack lunches, pick out clothes for the day, et cetera.

It's also great to have a day before the beginning of the week, maybe on Sundays, you prepare meals and pack them so that you feel less rushed in the morning. Map things out when you're going shopping; order your shopping list in the order of the stores you'll be going to. Or you can get really detailed and order your grocery list in order of the aisles of the store. For some people that might be more work than it's worth.

When buying a new item or adding a new item to your collection, donate, recycle, or throw away one old item. That way you're never bringing in more than you're getting rid of. Or better yet, maybe get rid of a couple items for every new item you bring home. I think this is really important for things like books, movies, and clothes. Have a designated place or box you have out all the time to place items that are going to be donated. For me, this is actually the trunk of my car. And when the trunk is full, I stop off at a donation center and empty it out. And, again, use those technological resources, those apps, to help you every day. Like I said, my household chores are scheduled so that I don't have to think about it. Every day I know what I'm going to do in order to keep the household running smoothly.

WPO US January webcast

Think about the beginning of the presentation when you wrote down the areas that you would want to change in order to get rid of clutter, and help yourself become more organized. Now that you have these tools, tricks, and resources in hand, take a moment and think of the stuff that you can take today to start getting organized in those areas. Remember, it's important not to try and do everything at once. This did not happen overnight. The clutter or disorganization did not happen this morning when you woke up. It's been building up, so take some time to prioritize, list out your action items, and find ways that are sustainable for you and your household or your workplace, because there will be different strategies for different people.

In addition, your EAP can direct you to community resources that may help you organize various parts of your life. From budgeting advice to cleaners and pet sitters, you can get help with coordinating pieces of your daily life and take some of the stress off yourself. Feel free to peruse through this session and take notes about what you found to be most beneficial to you. Maybe there was something that really piqued your interest and that resource will work great for you, whereas it's not the next person's cup of tea. This is really a very personal, intimate process of decluttering and getting organized. So I welcome you to take the resources that are here. Tweak them and customize them for yourself, and best of luck getting organized.

Thank you so much, Erin. I just want to thank everyone for joining and want to thank you, Erin, a ton of great resources and apps and tools and practical suggestions that you've shared with us today. I want to thank you so much for that.

I do want to mention a couple items as we wrap up here. First of all, on the left-hand side of your screen, you're going to see an option for Event Resources, both the email handouts that Erin referenced earlier, as well as a copy of the entire slide deck that's posted there. You can download those before you log off. We also will have for you, when you log off in a moment, a survey. We'd appreciate you taking just 30 seconds to fill that out for us.

And then finally, you'll notice that "Ask a Question" option on the left-hand side of your screen. If you have any particular questions on this topic, feel free to send that question. Just simply type in your question and send. We'll then receive that via email. We'll connect and get you some information,

WPO US January webcast

whether it's connecting with Erin or if we have some other resources. And then we'll reply to you back within usually just a couple days, and we'll reply via email. So you're welcome to use that feature as well.

So, again, as we close out, thank you all for joining. We trust it's been beneficial. You've been able to pick up a tip or two at the very least. Thank you so much, Erin, and we wish everyone all the best.