



3 SIMPLE STEPS TO CALM THE CHAOS IN YOUR HOME

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SIMPLE ORGANIZATION

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Are you exhausted from looking for items that have been misplaced? Are you overwhelmed with piles of paper and forgotten bills on your table? Or perhaps you have “too much stuff” and you’re unsure what to do with it all? What if life could be different?

Simple Organization offers you the opportunity to live a practical, simplified lifestyle by helping busy women and their families develop a more organized approach to home, work, and school. This resource will take you through 3 simple steps to go from Chaos to calm and start to simplify your life.

STEP 1: MINI-ASSESSMENT

Circle the top 3 areas of that drive you crazy or where you feel overwhelmed.

Mail/Paper	Tech (computer, phone)	Time-Management
Home office	Work office	Kid(s) Academic Life
Family spaces	Car	Other _____

Rate the following statements on a scale of 1 to 3.

1=not true

2=growth area

3=completely true

_____ My home provides a clutter-free, supportive, safe, enjoyable environment for me.

_____ My work environment is safe, clean, organized, and reflective of my values.

_____ My car is consistently well-maintained, clutter-free, and not a source of stress.

_____ I regularly set aside time for relaxing, having fun, and rejuvenating.





STEP 2: ORGANIZE LIKE A PRO

PAUSE, PLAN, PREPARE.

Pause: Breathe. Inhale simplicity. Exhale complexity. It's time to get clarity around what you want from your space.

- ❖ Use the assessment in step one to determine an area that you feel creates chaos in your life.
- ❖ Visualize that space as you would want it to be: clear of clutter, items that are easily accessible, a space for everything.
- ❖ Identify what's bothering you about the space now.
- ❖ Jot your ideas for a calm space in the box below.

Plan: Use a strategy for de-cluttering your space.

- ❖ Get 3 bags or boxes for eliminating clutter --1 for trash, 1 for donate, 1 for things that belong in another room/area.
- ❖ Choose zones to work in, but be strategic. Start from top to bottom or bottom to top. Go from corner to corner. Delete apps by screen or by files.
- ❖ Set a timer and get to work!



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No matter what space you're organizing, this is always key. Get rid of trash, food, and items that are broken, and you've made instant visual progress.

Prepare: Now that the space is clear, develop routines for organizing each day.

- ❖ Take 5 minutes each day to attack the areas that bother you the most.
 - Put up coats and shoes in the family space.
 - Delete text messages that you don't need.
 - Get rid of junk mail or email. Place important mail in a bin to look at on a scheduled day.
- ❖ Keep a mason jar in a cup holder in your car. Place receipts that you may need in that jar. Choose one day a week to go through the jar and discard any receipts that you do not need.
- ❖ Use a Home/Family Calendar, preferably a dry erase board. Color code your various activities by family member, type of event, or priority.
- ❖ Create a Launch Station for the items you need each morning. Place your keys, phone with charger, work ID, backpack/bag, etc. in the launch station each night. When you have everything in one place the night before, it makes getting out of the door so much easier and reduces anxiety during the morning rush.

STEP 3: RISE AND REPEAT.

Review your assessment and work through these 3 simple steps for the areas that bother you the most. Remember, your spaces don't need to be Pinterest-worthy. They just need to work for you!



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STILL NEED HELP OR FEEL OVERWHELMED??

As an organization specialist, I work with busy adults who feel overloaded & overwhelmed and I show you how to PRECISELY organize your life so you feel more at ease and in control. If you would like to see if and how I can support you and your family, I have few openings this month for complimentary consultations:

[Schedule your "Calm the Chaos" Strategy Call here.](#)





About Tiffany Blassingame

SIMPLE ORGANIZATION CEO

Hi, I'm Tiffany, and I started Simple Organization to provide organizing and productivity strategies to help others develop a more organized approach to home, work, and school. As a divorced parent of a teenage son, I understand the delicate balance between raising children, progressing toward personal goals, working in your career, and being a good steward to others and to yourself. It sometimes feels impossible to keep it all together! Simple Organization is designed to offer strategies for living a more simplified lifestyle.



My approach to organizing is focused on creating systems that work for you (and your home). My goal is to help make things better (and that doesn't mean perfect). My specialties include working with families of elementary, middle, and high school students as well as college students and educators. My primary areas of interest include divorce recovery, work-life balance, and time-management/productivity strategies. I also have a wealth of knowledge in working with Black women interested in managing their energy and creating an environment where they become the best possible versions of themselves.

