

ORGANIZE
YOUR MIND
&
ORGANIZE
YOUR LIFE

workbook



#WANNABEORGANIZED

Hey!

One of my specialties is organizing. It's something I'm naturally good at, but also something I often promote because of the incredible benefits it can have on the brain.



I recognized early on in my life the affects a clean and organized space had on my mental health and I just wanted more of it.

There's nothing better than coming down to a clean kitchen first thing in the morning, or climbing into my neatly made up bed at night.

I do it for my BRAIN.

I used to just think it was just a personality thing. I know messes don't bother everyone, but I've come to learn that clutter and disorganization can have plenty of negative affects on all people, it's not just me.

The stress, overwhelm, and fatigue you often feel could be directly related to chaos and clutter in your mind and your home. It's not just a personality type thing, it's a HUMAN thing.

Crystal Escobar

Wannabe Balanced Podcast Episodes to Listen to



Take Notes on the Next Page

- Ep. #156: Creativity
- Ep. #146: Simplify Your Life
- Ep. #140: All or Nothing Mentality
- Ep. #102: Procrastination, Perfectionism, & Productivity
- Ep. #61: How to be Consistent
- Ep. #59: Dealing w/ Overwhelm



What I hope to improve or focus on this month

A large, empty rectangular area with a light beige background and a thin orange border, intended for writing notes or reflections.

Notes

3 STEP

PROCESS



STEP ONE

MAKE A PLAN. WRITE OUT A LIST OF EVERYTHING YOU'RE FEELING OVERWHELMED ABOUT. WHAT SPACE IN YOUR HOME AND LIFE NEEDS SOME ORDER AND DECLUTTERING? BREAK IT DOWN INTO STEPS THEN ADD IT TO YOUR CALENDAR.



STEP TWO

EMPTY IT OUT. THIS APPLIES TO YOUR MIND AND THE SPACE YOU'RE HOPING TO ORGANIZE. GET OUT A PIECE OF PAPER, MAKE A LIST OR DO A BRAIN DUMP.



STEP THREE

SIFT, SORT, AND SIMPLIFY. GET AS MINIMALISTIC AS POSSIBLE. WHAT CAN YOU LET GO OF? BE REALLY DELIBERATE ABOUT WHAT YOU'RE WANTING TO KEEP.

Benefits of Being Organized

- Less stress
- Improved focus
- Increased productivity
- Saves time and money

Last month we talked about creativity, and a few months back we talked about simplifying. This month we are tying it altogether with organization.

Creativity needs focus, and your brain needs to be free of distractions in order to focus. Organization allows your brain to focus on what's necessary instead of being pulled in a million different directions.



Project Checklist

What are your top 6? What areas of your life or home need the most attention right now?

Use the back of this page to break down each project into incremental steps. Things you can schedule into your calendar, daily or weekly.

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What are some routines and rituals you'd like to incorporate?

Old Way vs New Way

Take some time to decide how you're going to operate moving forward. How do you typically react to different situations? How is the new you going to respond?

THEN

NOW

VS

Monthly Planner

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

Notes:
