

# Choose Love to Thrive

Daily Action Steps For Conquering Adversity

## CHOOSING LOVE TODAY: DEVELOP YOUR ORGANIZATIONAL SKILLS



**Would you like more peace of mind & less daily life stress? Organizational skills can help!**

When there is a lot going on in the world and in your life, organizational skills may help you feel grounded and reduce your daily stress. An example would be having the skills to arrange your day so that you don't feel rushed. Organizational skills may also increase your productivity by allowing you to know where things are at all times and work more efficiently. There are many benefits of organizational skills that may help you during this time and throughout your life. It may take some courage to get started though.

Courage is shown when you are nervous to do something, but do it anyway! You can show courage each day by trying new things and stepping out of your comfort zone. Trying to learn new skills can be scary too but once you get started, it often becomes easier to keep going. Consider trying the following steps to start your journey towards a more organized, stress-reduced life.

### Practice Courage Today:



1. CLEAN YOUR SPACE. IF THE PHYSICAL SPACE YOU WORK IN IS ORGANIZED, YOUR PRODUCTIVITY MAY INCREASE AS EVERYTHING WILL BE EASIER TO FIND.
2. IDENTIFY YOUR GOALS. DECIDE WHAT YOU PLAN TO WORK TOWARDS AND HOW YOU WILL ACCOMPLISH THESE GOALS. HAVING THESE CLEARLY STATED WILL HELP YOU STAY ON THE PATH TOWARDS ACCOMPLISHMENT.
3. NOW THAT YOU KNOW YOUR GOALS, CREATE A DAILY "TO DO" LIST TO WORK TOWARDS THEM, WITH THE HIGHEST PRIORITY ITEMS FIRST.
4. CREATE A SCHEDULE. DOING SO IN ADVANCE WILL PREPARE YOU FOR THE DAY AHEAD. BE SURE TO INCLUDE TIME FOR BREAKS THROUGHOUT.
5. SCHEDULE TIME IN TO CELEBRATE SMALL ACCOMPLISHMENTS. AFTER COMPLETING A FEW ITEMS ON YOUR "TO-DO" LIST, REWARD YOURSELF BEFORE CONTINUING WITH YOUR WORK. THIS WILL HELP YOU FEEL REFRESHED FOR THE REST OF THE TASKS.



### Parent Practice Tip:

**Talk with your child(ren) about how organizational skills will help them in school and throughout life to encourage their own desire to build these skills.**

### To Learn More:

**Teaching Children Organization at Various Ages**  
**6 Habits of Highly Organized People**

[www.ChooseLoveToThrive.org](http://www.ChooseLoveToThrive.org)