

## Time Management Tips for the Chronically Disorganized Individual or Household

Chronically disorganized individuals usually have a poor sense of time and are often late for appointments, late for work and children are late for school. This often occurs because of inability to find misplaced items, distractions, and an unrealistic sense of how long a task will take to complete. Following are some ideas that will help with these issues as well as other time saving tips.

### Time Tips for Planning and Scheduling

1. Plan your morning the night before: lay out the clothes you will wear, gather your briefcase, and collect the children's clothes, backpacks, shoes and items needed to take to school. Think through everything you will need in the morning and have that ready to go. Request and encourage your school-age children to do this nightly to avoid morning madness.
2. Find a secure place by the door or entry to household to hang or hold your keys. Several ideas are in catalogs or you may find key holders in organizing stores. This space or area may also be a place where outgoing mail and other outgoing items are kept. A nice basket in the area works well.
3. Schedule your priority tasks early in the week so if they have to be displaced there is still time left to complete them.
4. Schedule the most difficult tasks during your "prime time" when you are at peak energy level.
5. When planning errands, be realistic about the amount of time each errand will take. Add *at least* 15 minutes to the time you think it will take. This way you will learn not to overschedule and continually work under pressure.
6. Maintain a family message center and a perpetual shopping list.
7. Recognize that you do not have to complete the entire job in one sitting. Do a little at a time by scheduling appointments with yourself and keeping them.
8. Remember that you are procrastinating if you work on a trivial task while a more important one remains undone. Prioritize the jobs to be done and work on priorities first.