

In this upbeat how-to guide, author Diana Blake draws upon her life coaching expertise and invites you to envision yourself as a mighty ruler on a quest to bring order to your vast domains and shares with you the same methodology that has brought success to her coaching clients.

Establishing Order: How to Get and Stay Organized and Improve Your Life

by Diana Blake

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ESTABLISHING ORDER

How to Get and Stay Organized
and Improve Your Life



DIANA BLAKE

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Introduction

Do you feel overwhelmed with the thought of tackling the piles of paper on your desk? Do you forget important occasions or find yourself scrambling to buy a gift at the last minute? Do you feel embarrassed of your messy home when people come to visit? Or worse yet, do you avoid inviting friends over altogether? If any of these situations are familiar to you, this book's for you!

Most of us know at least one super-organized person. They are the ones that arrive on time and prepared for meetings. There is ample room in their garages to park their cars and they bring a list with them to the store. If you have an opportunity to see the kitchen of a very organized person, you'll notice the countertops are practically bare. You may wonder to yourself: Does somebody really *live* here?

When encountering a super-organized person, you may have felt admiration and longed to be like them. Or, you may have felt intimidated and avoided being with them. You may even have found a way to convince yourself that even if you could, you wouldn't want to be that organized.

But chances are, if you're reading this book, you want a little bit of the super-organized person's world. After all, these people seem confident and in charge of their lives. They seem to know where everything is and they get things done. You think maybe they're onto something, something that is making their lives better. And you wonder if *your* life could be better if you were more organized.

Although I consider myself to be an organized person, I recall a time when I wasn't nearly as orderly. It was only with the passage of time and some pretty unpleasant experiences that I learned the basics of how to create order in my world. But it wasn't until a series of misfortunes struck and I found myself with some extra time on my hands that I began to tackle major areas of disorder in my life that had

been neglected for years. As the organization in my life grew, so did my feelings of confidence and competence. I had more clarity and better focus to pursue and attain more fulfilling goals. In other words, as the order in my life grew, *I* grew, too! I found that being orderly improved the quality of my life. It's not that you *can't* have a good life if your world is not orderly. But you can improve your *chances* of having a good life if you embrace order.

As a life coach, I've worked with a vast number of people to attain their personal goals. Because part of the coaching process involves getting to know my clients, I have an insight into how people run their lives. Many clients come to me to attain goals that don't include increasing the order in their lives. But as we work together it often becomes obvious that a disordered lifestyle is hindering their progress. These clients readily admit they would like to become more organized but haven't made it a priority because they don't realize how much it can improve the quality of their lives and they don't think they are capable of doing it. Yet once we begin working on this aspect of their lives, they make dramatic progress with organization, propelling themselves to succeed in other areas of their lives as well.

In this book, I will use the very same approach and techniques I use with my clients to help *you* create and maintain the level of order that will enable you to lead a more satisfying and fulfilling life. First, we will explore the concept of order and how it can improve the quality of your life. Next, we will *prepare* to create order in your life by developing a vision and generating a plan that works for you as a unique individual. Then, we will take action on that plan which will include not only steps to create order but to *maintain* order. What's really great about this plan of action is that the first eight steps are designed to take less than three hours to accomplish! I set it up this way so that you can feel a sense of accomplishment early on, motivating you to keep the ball rolling.

But that's not all. Since you'll be adopting new ways of thinking and acting, I expect there will be some bumps along the way, so I've included a troubleshooting section to help you identify obstacles and point you in the right direction so you don't slip backward. Throughout this book, I have sprinkled helpful tips and words of encouragement like those I would offer to you if you were a client of mine. My goal will be the same as yours—to create and maintain the level of order you require to reach your full potential in life!

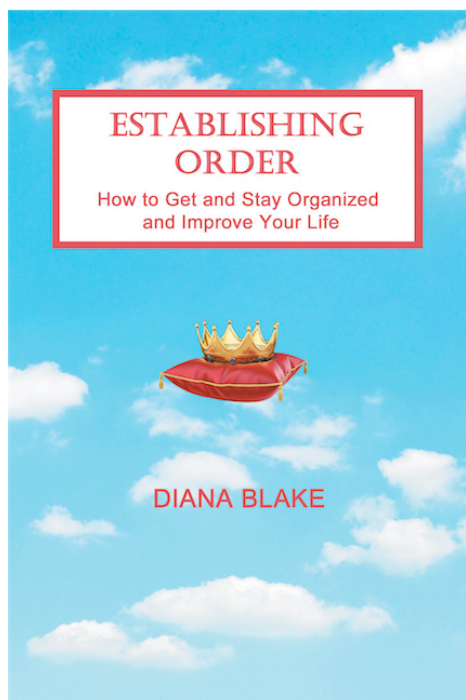
How to Use This Book

I have arranged the contents of this book to maximize your success with creating and maintaining the order in your life if you read it from front to back. Although you may be tempted to skip from section to section, I strongly urge you to read the book from front to back so you can increase your motivation and prepare yourself to make changes *before* you actually begin to take action.

So as not to distract you from the general flow of the book and your objective of creating and maintaining order, I have placed reference material in the appendices. I will mention the reference material at a point in the book when you can choose to make use of it.

In this book, I have shared several processes and checklists that my clients have found to be immensely helpful in their quest to become more orderly. You can use them as is or adapt them to suit your own needs. As a life coach, I respect you as the expert on what works for you but encourage you to open your mind and consider my insights to help you on your quest to improve the quality of your life through order.

Ready to get started? Let's go!



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