



HOW TO GET **MORE ORGANISED** IN YOUR DAILY LIFE

We all have days when staying organised seems impossible. It's like your plans are scattered, and you're left feeling overwhelmed. While these moments are normal, being disorganised too often can impact your overall well-being.

If you're looking to regain control and feel more structured in your day-to-day tasks, here are some practical tips to help you become more organised.

SIMPLE STRATEGIES TO KEEP YOU ON TRACK

1. Prioritise Self-Care

Before diving into new habits, ensure your basic needs are met. This means getting enough sleep, eating well, and balancing work with downtime.

Without a strong foundation of self-care, it's hard to sustain motivation or develop new habits. When you feel good physically and mentally, you're more capable of tackling organisational tasks effectively.

2. Write It Down

Journaling is a powerful tool for organisation. Keeping a daily log of tasks, ideas, and completed actions helps you keep track of everything in one place. Whether you choose a digital planner or a physical notebook, writing things down keeps your plans visible, helping you stay on course. There's something calming about seeing your day planned out, especially when written in your own handwriting.

3. Use Rewards for Motivation

Implementing a reward system can help reinforce positive habits. Each time you stick to your plan, give yourself a small treat—like enjoying a piece of chocolate or watching an episode of your favourite show.

For bigger achievements, create a points system where you earn rewards over time. For example, after meeting your goals consistently, treat yourself to a weekend getaway or a special purchase.

This turns organisation into a fun, rewarding habit rather than a chore.

4. Involve Loved Ones

Share your organisational journey with friends or family. Planning activities together can make staying organised more enjoyable. Take the initiative in planning events or outings, showing your loved ones how your new skills can enhance your shared experiences.

Involving others not only strengthens relationships but also boosts your confidence as an organiser.

Good organisational skills are vital, no matter your career or lifestyle. When you're in control of your schedule, you gain freedom, improve your self-esteem, and even enhance your reputation among others. Best of all, being organised allows you to fill your days with the things you love most.

So why wait? Start building your organisational habits today!



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