



C O N S C I O U S O R D E R

Thank you for listening to my recent interview.

With my compliments, I offer you the following pages, where you will find some helpful Key Questions and Affirmations excerpted from my book, *Conscious Order: Clear Your Mind, Leave Clutter Behind*.

Sometimes it is easier to make decisions about what to let go of and what to keep by answering some Key Questions. There are many suggestions here. Read them over (out loud is best), try them out, and, as you're sorting, use the Key Questions that work for you. Also feel free to create your own Key Questions!

It is also helpful to focus on what you want to create—what you would like to have more of. Affirmations can help move you forward by turning your focus away from your clutter and shifting your thinking. Act as if they are true and allow them to move you forward. Again, you will find several suggested Affirmations. Choose the one(s) that work best for you, or, even better, make up some of your own.

For more information about the *Conscious Order* approach, please visit www.consciousorder.com.

May these offerings help bring you a greater experience of order, joy, freedom and peace of mind.

Annie

Annie Rohrbach, Professional Organizer since 1987

Author of ***Conscious Order: Clear Your Mind, Leave Clutter Behind***

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Clear Your Mind, Leave Clutter Behind

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ORGANIZING & SIMPLIFYING YOUR HOME (Chapters 8 & 9)

Remember to start with your mind (p. 11).

Put the things you access the most in the most convenient spaces.

A preliminary sort might be Yes, No and Maybe.

Key Questions - HOME

- Is it useful?
- Is it meaningful?
- Is it beautiful?
- Is it life-enhancing?

Some additional Key Questions - HOME (choose what works for you)

- Do I really need this?
- Do I already have something else like it?
- How many of these do I need?
- Do I really care about this any more?
- Will this just add to my clutter?
- Where am I going to put it?
- Will I remember that I have it?
- Do I really have room for it?
- Do I really want to dust this?
- Is it worth putting back into that cleared space?
- Am I keeping this because I feel guilty if I let it go? (Pass it on!)
- What's the worst thing that will happen if I let go of it?
- How much time, energy, and money would it take to replace?
- Is it in alignment with my chosen qualities and intentions?

Some affirmations - HOME (choose what works for you)

- My home is a warm, peaceful, comfortable, beautiful haven.
- I am grateful for the beautiful, orderly spaces I am creating.
- I feel the satisfaction of creating order around me.
- I am setting an intention to have a "home" for everything I want to keep.
- I commit to putting things back where they belong, aka "P.T.B."
- I am getting organized. I am simplifying.
- I set priorities. I appreciate my ability to organize and simplify.
- I choose thoughts and words that support the changes I am making.
- I trust my inner wisdom.
- It is getting easier to decide what to let go of and what to keep.
- I gain more free time by getting my home and my life organized.
- I claim and accept for myself a greater experience of peace, order, balance, harmony, and freedom. (Add the qualities you have chosen if you wish.)

ORGANIZING & SIMPLIFYING YOUR OFFICE (Chapter 10)

Remember to start with your mind (p. 11).

Start with your CURRENT papers.

Put the things you access the most in the most convenient spaces.

Preliminary sort might be Now/Later, or Yes, No and Maybe.

80/20 Rule: You will never again look at 80% of what you file away!

Key Questions - OFFICE

- How much space do you want your paper to occupy?
- What is important to you now and in the coming months or years?

Some additional Key Questions - OFFICE (choose what works for you)

- What is this piece of paper about?
- Is this still important to me?
- Is this current or outdated?
- Why do I want to keep this?
- Do I *need* to keep this?
- Where else could I find it? Online?
- Who else would have it? Attorney? Agent? Family member?
- Do I need to keep this for tax purposes?
- Does it relate to a capital improvement on my home?
- Do I really plan to take time to review or read this?
- Does it need my time?
- Will I ever look at it again? (Remember the 80/20 rule.)
- Will it keep me in alignment with my intentions (p. 8)?
- Will it support the new order and simplicity that I am creating?
- If I decide to keep it, what is the next action required?

Some affirmations - OFFICE (choose what works for you)

- My office spaces are flowing, and everything has a place.
- I know where everything is, and I can find it very easily.
- I am grateful for the orderly spaces I am creating.
- I commit to putting things back where they belong.
- I am getting organized. I am simplifying.
- I set priorities. I appreciate my ability to organize and simplify.
- I choose thoughts and words that support the changes I am making.
- I trust my inner wisdom and instincts.
- It is getting easier to decide what papers to let go of and recycle or shred, and which papers to keep. I know what's important to me.
- I gain more free time by getting my office and my life organized.

ORGANIZING & SIMPLIFYING YOUR LIFE (Chapter 11)

Remember to start with your mind (p. 11), paying particular attention to the qualities you would like to experience more fully (p. 8). You might want to rewrite these qualities (values) here:

Key Questions - LIFE

- Is my life in balance? What percentage of time do I spend in each of the following areas:

Physical environment
Career/Life Work
Fun & Recreation
Health

Friends & Family
Romance/Significant Other
Personal/Spiritual Growth
Money/Finances

- How satisfied am I in each part of my life?
- In the areas of greater satisfaction, am I honoring my values more?
- In the areas of less satisfaction, am I honoring my values less?

Some additional Key Questions - LIFE (choose what works for you)

- Where in my life would I like to spend *more* time?
- Where in my life would I like to spend *less* time?
- What is the most important thing for me to focus on?
- Do I need uninterrupted time?
- When is my best opportunity for uninterrupted time?
- When is my energy level highest?
- When is my energy lowest?
- Is this the “right timing” for me?
- Is my task time-sensitive? Is it urgent?
- Am I taking time for myself?
- Am I giving from the well or from the overflow?
- Is this in alignment with what is most important to me?
- In this moment, what is the best use of my time?
- What is one thing I can do right now?
- How can I make sure I get this done?
- What can I do today to have a better tomorrow?
- Does this support my highest priorities?
- Will this matter to me five years from now?

Some affirmations - LIFE (choose what works for you)

- Time is my ally. Instead of working *against* it, I work *with* it.
- There is plenty of time and each moment counts.
- I choose to make time to do the things that are most important to me.
- I am choosing to experience an ever-increasing sense of peace, love, joy, order, balance, harmony and freedom.