

## Orderliness Progression (from RegenerativeBusinessConsulting.ORG)

Goal	Description	Benefits
A home for purse or pocket items	Keys, wallet, phone, glasses and other essentials you need on a daily basis need to have a designated resting spot in each of the places you occupy regularly. For example, at home you might have one bedside tray where your phone rests, a kitchen bowl (a sound amplifier) where your phone rests when you're in that area of the house, a particular drawer at work or your home office, a locking briefcase or specific phone pocket where your phone rests when out and about, and a specific hook or desk where your purse rests at home. This is the place to start because these are the items we look for most and can least afford to lose.	Easier to keep track of the things you use most, not spend the average 55 minutes per day looking for things
Disaster prepared	Emergency supplies in house & vehicle: basic first aid, rain & cold jackets & boots, car 2-week supply of water in the house, working smoke & CO detectors, bear or pepper spray, evacuation & meetup plan, emergency food storage with long shelf-life (canned beans, fish, peanut butter, whole grains)	Could save life of you & loved ones
Organize food	At this level you might be working on healthy eating too, so working on kitchen organizing or streamlining food routines could be helpful for your food choice goals. Lot of plans or programs suggest ways to streamline the planning, purchasing, and preparing of meals. <a href="https://www.realsimple.com/food-recipes/cooking-tips-techniques/preparation/meal-planning-apps">https://www.realsimple.com/food-recipes/cooking-tips-techniques/preparation/meal-planning-apps</a> You don't have to tackle the entire kitchen. A high-impact goal would be to simply start keeping the refrigerator more organized. Laminated labels are washable and won't get ruined by inevitable splashes. Attach with reusable glue dots or putty.	Less expense from food waste, fewer extra trips out for missing ingredients
Organize clothing	One easy start is to create a laundry routine if you don't have one and if you find you consistently run out of some clothing item before the next wash. There are many suggestions online for getting your closets organized. Here's one to try: <a href="https://www.thespruce.com/how-to-organize-your-closet-2648411">https://www.thespruce.com/how-to-organize-your-closet-2648411</a> A good way to start is to lay out all your clothes and make sure all tops have a bottom and vice versa. You might photograph the combinations to remember them more easily when you can't think of what to wear. Some productivity experts note the iconoclastic entrepreneurs who wear the same "uniform" daily. You might consider some version of that, such as bottoms that are all are pretty similar, enough to go with any of your tops. Even if you enjoy the self-expression of novel combinations, you might be able to cut back some of the inefficiency of having too many clothes to look through, or having them not in the right place at the right time. If you're someone who loves novelty, you could consider items from the thrift store "rented." Wear it a while, then when you find you don't love wearing it as much as you initially did, give it back.	Not spending excessive time trying to pull together outfits that aren't coordinated or have some parts in the laundry, unavailable
Organize the bathroom	It's easy to accumulate extras of personal care products, so bathrooms can easily get cluttered. Combine half-full bottles of the same product. There are lots of trays, racks, and other products for organizing. Wire organizer trays are helpful for not getting dust and goeey gunk at the bottom. Clean them with a spray-down, without removing everything. Labels are super helpful for remembering where to put things back. Laminated labels will be washable and not get ruined by the inevitable moisture and goo that will splash on them.	Easier to keep your spaces tidy; save money because you know where to find things instead of buying more
Declutter your email inbox	A simple step to help keep your email inbox from constantly getting cluttered is to unsubscribe from the regular emails you get, create filters to auto-delete anything from the companies that refuse to unsubscribe you, and make "if I can get to it" folders to put non-essential unopened mail.	Less time sorting daily incoming unwanted emails
Organize the office	After organizing desktop and drawers, or if you don't have an office-type area, there are plenty of other areas to start on: vehicle, storage closets, sports equipment, work or hobby tools.	Not misplacing important documents