

The 10 Commandments of Being Organized!!!

I _____, on this date _____,

Do hereby solemnly swear, to accept and abide by the following

10 Commandments so that I can be Organized!

- (1) Thou shalt not give yourself the opportunity to generate clutter, physical or mental, for it will trap you into a life of chaos.
- (2) Thou shalt always have a place for everything, and thou shalt put everything back where it belongs immediately.
- (3) Thou shalt always write it down, rather than committing details to memory alone.
- (4) Thou shalt clear out obstacles barring you from reaching your goals and achieving your dreams by simplifying.
- (5) Thou shalt not attempt to do everything yourself. Get help from family members, friends, associates and professionals.
- (6) Thou shalt spend a minimum of a few minutes each day organizing, tidying up, planning and scheduling.
- (7) Thou shalt not procrastinate. Do what you say you're going to do when you say you're going to do it. Control your destiny.
- (8) Thou shalt take care of you health. Make time for yourself and loved ones. Laugh a little; love a lot. Enjoy life!!
- (9) Thou shalt strive to have a positive outlook on life and "I can do it" attitude.
- (10) Thou shalt keep this flyer for future reference.