

HOW TO GET YOUR LIFE IN ORDER QUICKLY

A THREE-STEP GUIDE

To read the expanded version of this guide please visit Urichr.com.



1) DE-CLUTTER YOUR SPACE

Clutter-free spaces are linked to **productivity**, feelings of happiness and efficiency.

Spend two days **de-cluttering** to create a neat and tidy foundation to bring order to your life.

- **Start with critical areas:** Desks, bench tops, wardrobes, entrances and bathrooms.
- **Work quickly:** Put misplaced items away, and create 'dump', 'donate' and 'sell' piles.
- **Be decisive and efficient:** Clear priority areas first, deposit donations quickly, put aside items to sell at a later date.



2) DEVELOP A HABIT-BUILDING ROUTINE

Good habits are the cornerstone of **achieving any goal**.

Develop the following two **key habits** into your routine to reach your goal of an orderly life.



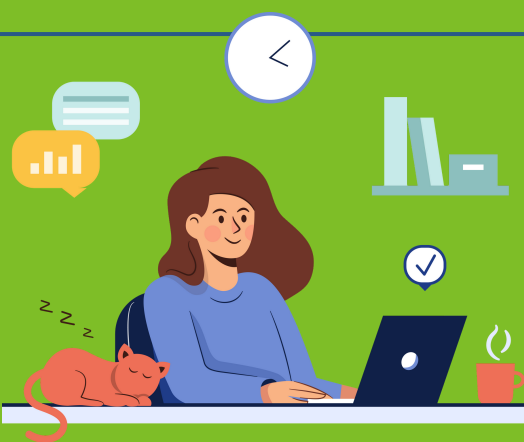
1. Early to Bed Early to Rise

- Calculate the time you need each morning to achieve all you need to, with **extra time to spare**.
- What time does that mean you need to rise?
- This is your **new wake up/bedtime** to achieve orderly mornings and take command of your day.



2. Prepare Nightly for Tomorrow

- Create a weekly template detailing your daily events.
- Add to, and review, your template each day.
- Prepare for activities, events or appointments the night before. Tennis on Tuesday night? Put all your gear near the front door on Monday night.

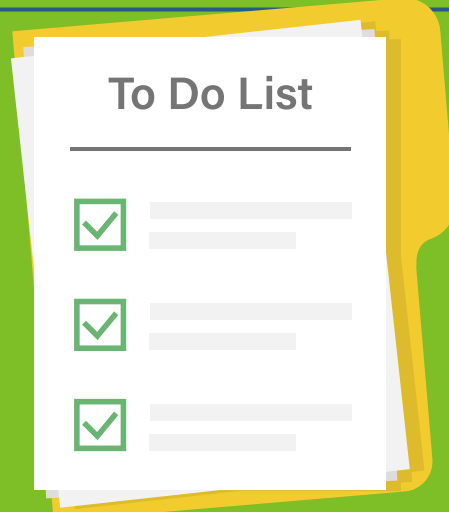


3) CAPTURE YOUR TASKS

Keep your evolving, and ever-increasing, tasks in order by **writing them down**.

'Capturing' your 'things-to-do' ensures tasks are **not forgotten**, and allows you to focus on the tasks at hand.

- **Select a 'to-do' list tool:** Digital, paper, or both, choose a simple method to quickly and easily add tasks as they arise.
- **Write your list:** Add everything you **must** get done, and all the tasks you want to get done.
- **Commit:** Use your list every day. Add tasks as they arise, check-off finished tasks, carry-over unfinished tasks to tomorrow's list.



THE POWER OF THREE

Congratulations on working through the three steps to getting your life in order quickly!

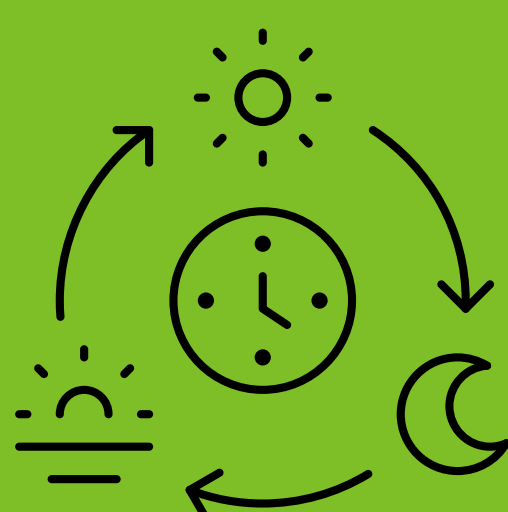
- You've ordered your space by de-cluttering.
- You have command of your mornings with your new early to bed early to rise times.
- And you're in control of all you need to do by 'capturing' your tasks as they arise.



By **consistently repeating** your new habits **every day**, they will soon become automatic.

It's through this **repetition**, and the **power** of these three habits **combined**, that will help you **achieve** your goal of getting your life in order today, and every day.

So, **stay committed** and you will reap the rewards!



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