

Newsletter January 2010

Dear Friend,

Happy New Year! May your 2010 be prosperous, healthy and organized!

– Francesca

A new way to look at the New Year

January always makes me reminisce. I think about the past year, what I accomplished and what more I want to do. I don't tend to dwell on the past but rather try to capture in the waning days of December all I've done and think about where I might improve in terms of my relationships with people, family, and my work.

January is also a time for making resolutions. We buy gym memberships and make promises to ourselves to be more active and fit in the new year. We resolve to be better in our relationships and to be in better contact with people we care about; we even decide to do our jobs better, and perhaps be nicer to the boss. I am not one for New Year's resolutions, per say, mostly because over the years I have learned that the things I declare I will do in January get lost throughout the year. They actually seem to be forgotten all too soon. **I prefer to call resolutions goals and set them rather than proclaim them once a year.** Goal-setting to me is part of having true balance in life and is what I believe helps us to be more organized, healthy and honest.

If we are to achieve good life balance, setting goals must be a part of it. And what better time of year to start than in January! Aside from all the small (and perhaps even big) things that we should do regularly, putting on paper what you hope to accomplish in 6 months, within the year, or 5, is powerful.

My oldest brother taught me this lesson early on in my entrepreneurial life. He told me to **write down on a piece of paper, (not on the computer, not in your smart phone) the things you want to do both personally and professionally.** Put it where you will see it every day - the bathroom mirror, next to your home computer or on a bulletin board. Look at it every day. Be honest with yourself about what you want to accomplish, what you like, what goals you'd like to reach and give yourself a time frame for completing them (e.g., take a cooking class by spring 2010, do something nice for someone you don't know once a week, losing 10 pounds by July, etc.). By doing this, you can hold yourself more accountable for your goals and dreams and you are constantly reminded of your purpose. By checking it every few months, tweaking it, perhaps rewriting it, you keep your goals constantly fresh and in front of you. You make yourself ready for whatever is to come.

Reassess every few months, check in on your progress; then come December you can pat yourself on the back for what you accomplished and move forward in setting new goals. My goal last December was to start a newsletter for my clients and friends on organizing. This newsletter marks one year. And now I look to what more I can do, what other ways can I help. This year, I hope to develop and run a 4 or 5 week web seminar course for those who want to take a "class" on how to get and stay organized - in the home, the office, with your mind and your calendar. Stay tuned for more information on this!

My brother is a very smart and successful person. It isn't an accident that he is. He plans for it to be so. Often we go through life with our thoughts wandering, and with not enough direction and in December we sigh with relief that we get another chance to do it better for the next year. Make the year count.

Set your goals for January and plan ahead for what you want to accomplish.

Do for yourself this year. Set your goals on paper. Don't be afraid of what you don't accomplish in the

time you set forth. If it is important, you'll write it again and plug away until it gets done. It isn't about accomplishing everything you put on your goal list. It is about setting the goals so you have something to work towards.

HOW TO...Start the New Year off Right!

Here are some random tips to think about for starting the New Year off right!

1. **Make your bed every day.** Nothing says organized more than a made bed. Your space looks better, feels organized and even though you might not spend your days in that room, your mind will remember how you started off your day. You will start the day off right with a made bed! If you don't do it consistently now, give it a try and see how you feel. At the least, you'll feel much better about ending your day in that room and getting into that nicely made bed.
2. **Make a plan to be more fit in 2010 but don't bite off more than you can chew.** We all resolve to go to the gym more or run every day starting January 1. Set your goals reasonably, and make them attainable. If you want to take up running, plan out the days ahead of time that you actually do it. Look at your calendar for the week and mark in it the days you know you can get a run in (or any exercise). And then treat it like the important appointment that it is. Feeling better means that you are eating well and taking the correct supplements. Talk to your health care provider, and read up about what supplements you need to incorporate into your daily routine in order to maintain good health.
3. **Get your sleep.** Your body and mind need it to rejuvenate. Aim for 7.5 hours a night. You wake fresh, with a clear mind, ready to tackle your goals.
4. **Get to work early.** I believe this is a great way to not only tell yourself you are committed to your work but it also gives you more control of your day. When we rush, we lose focus, our blood pressure rises and it is hard to get on top of what needs to be done and start the day correctly. **You will feel more confident and in charge of your own day when you plan ahead** and arrive to any appointment or work place 10 minutes early.
5. **Kick up your feet.** Starting a new year can be busy and demanding; we are charged up for success and ready to work hard. Don't forget to play a little. **Take time during the day to get some fresh air - go for a 10 minute walk. And remember to give yourself time to kick your feet up at the end of the day and relax.** It is so cliché to say this and yet people don't plan for it. If your days are too busy with children and work and juggling multiple tasks, make an appointment with you (write it in your book) to take a bath, go out with some friends, or read a book. Your mind will thank you for it.

QUICK TIP

When writing your goals, write them in an affirmative way. "I will go to the gym 2x a week", "I will take a cooking class in 2010", etc. This will send a positive message to your brain. It's you coaching yourself to go for your goals. And it will make you *feel* good. Make a plan to feel better in 2010. This includes regular exercise and eating well.

"Thousands of candles can be lighted from a single candle, and the life of the candle will not be shortened. Happiness never decreases by being shared." ~ Buddha