

Discovering Your Organizing Style:

Part One

By Julie Mills



Are you creative or told that you were a daydreamer? You might be an “Innovator.” Do you surround yourself with loved ones and memorabilia of times spent with one another? You could certainly be a “Harmonizer.” Do you own and love your label maker? You and my friend are a “Maintainer.” Or, are you all about business and the bottom line? “Prioritizers” rejoice!

Yes, you do have an Organizing Style all your own. In this four part series, you will learn the unique characteristics of each of the Four Organizing Styles as well as techniques to help you become more productive and better orga-

nized. No matter what your style is, the goal is to understand your natural preferences in order to create an environment that honors your style.

Let us begin the series with the Maintaining Style. Your motto is, “A place for everything and everything in its place.” The Maintaining Style is highly organized and detailed oriented with a profound respect for routine, order, and structure. As you may have guessed, your organizing style is vital to the success of others. Because you value organization, people not only depend on your skill set, but they also desperately

need you. Get ready though... Some people may think you are boring! Us? Boring? No way!

Your organizing style is habitual and routine-centered. You exercise on the same days, your keys and purse are dropped in the same spot daily, you pay bills before they are due, and you may even grocery shop on the same day each week. Your version of creativity is being organized. I would bet the bank that you have checklists, forms, a calendar, and a beloved label maker as well as—they are your “right hand” and give you an overall sense of security. Agh! The horror you experience

when you find out you have left your neatly written, well-organized grocery list at home! (Let's not even talk about the frustration of forgotten coupons or cloth bags).

The Maintaining Style is results-oriented constantly striving to get it all done in the most time efficient manner. Being, getting, and staying organized makes sense and comes naturally to you. When it comes to certain aspects in your life, you prefer function over form. Simple and useful organizing tools and methods work best for you.

The key to your success is time management. Time management is really stress management. Take interruptions in stride because you have a difficult time responding when your structured environment becomes unraveled. If this is the case, build "buffers of flexibility" into your schedule and prepare for those unforeseen situations.

My advice to my fellow "Mountaineers" is to embrace at least one of the following:

- 1) Learn to do things in new ways, step outside of your box and let go—if only for a minute!
- 2) Learn how to delegate—make your expectations clear and trust in others.
- 3) Schedule some fun into your calendar!

Now that you've taken the time to read this, I am sure you will tackle your to-do list with fever and fury! Happy Organizing! In the next issue we introduce you to the Harmonizing Style.

Article theme is based on the book, "Organizing for Your Brain Type," by Lanna Nakone, M.A., St. Martin's Griffin, New York, New York, 2005.

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