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## ON TARGET TIPS

## Organizing Techniques for Chronic Disorganization

- ⇒ **Chronic Disorganization:**
  - Disorganization has been ongoing several years
  - Undermines daily life and relationships
  - Is usually a lifetime struggle
  - Many mainstream attempts at regular organizing systems have failed

⇒ **What's Worked/ What Hasn't?**

Begin by writing about one or two areas and define what organization attempts in the past have or have not worked.

Example:

- Chore charts; worked with follow up from parent but are difficult to keep up with over time
- Mail sorting system at the desk; too restrictive and difficult to use so I use the kitchen table

When looking at possibilities for the examples above – the issues with the first point are reminder systems and motivators.

Space is a real contributor to disorganization. If the kitchen table works best, find a portable system so work can be sorted and done at the table, then easily put away in an organized fashion.

⇒ **Discover The Block in Progress?**

- Time constraints
- Lack of skills
- Physical disabilities
- Emotional shutdown

⇒ **Lists, Reminders and Rituals**

Plan the next day the night before, make next day's check off list, place visual reminders (like post it notes) or auditory reminders (like alarms or voice messages), create morning and evening rituals and use timers to learn time management. These are tools for creating a self-support system.

⇒ **Weekly Planning**

Weekly planning is also necessary as well as an over-all view of the month. Learn which kind of system works best for you. (Paper-based or digital)

⇒ **Getting Started**

Expectations or visions of creating a self-support system often appear larger or harder than they actually will be. Write down a support plan and go for it! Let go of the vision and the expectation – change takes practice and some time.

⇒ **Reinforcement, Support and Rewards**

No matter what, something is being focused on and something is being reinforced. Are you choosing to reinforce what you really want? In addition to a self-support system, find an external support system that is in line with your goal. Discover and visually remind yourself of how accomplishing that goal will reward you.

Use your Strengths to show you the way around whatever is blocking your success.

*Simply Organized is a free monthly newsletter; send this newsletter to friends and associates.*

*[Register here to participate in Free Monthly Organizing Tele classes.](#)*

*[Looking for a speaker or Group Organizational Training? Contact Camille for a professional group training experience.](#)*

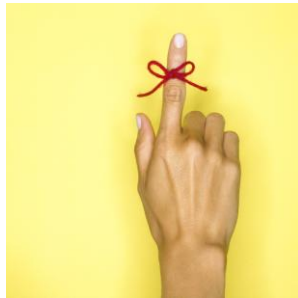
*[Take a Free Organizing Assessment](#)*

How  
**ORGANIZED**  
are you?  
Take a virtual assesment now!

*[Are you an ideal candidate for Virtual Organizing and Coaching?](#)*

Find out how to get organized step by step. Your organizing solution could be a half hour of weekly organizing, planning and scheduling assistance or coaching all done from the convenience of your phone.

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## FEATURED ARTICLE

### Help! I Think I'm Chronically Disorganized. By Camille VanAarle

Recognizing Chronic Disorganization (CD) and knowing where to get organizing guidance can be critical to the impact disorganization can have on the CD individual's life and their family.

There are many reasons CD occurs. Just to be clear, CD is not a DSM IV R disorder, rather a result of underlying conditions. CD is not always a result of mental or physical conditions nor all individuals with DSM IV R disorders chronically disorganized. This letter is to inform you about CD, and then lead you to resources for finding solutions.

Defined by the National Study Group on Chronic Disorganization, CD is: Having a past history of disorganization where self-help efforts to change have failed. CD continually undermines quality of life due to disorganization. The NSGCD is a non-profit organization which teaches professional organizers and related professionals who are interested in the study and methods of serving chronically disorganized people. (2003 NSGCD)

Common characteristics of chronically disorganized individuals are:

- Weak time management skills
- Difficulty parting with things and letting go/ hoarding
- Wide range of interests and unfinished projects
- Needs "visual clues" to remember to take action
- Accumulates large quantities of papers and possessions beyond real necessity or pleasure
- Tends to be distracted or lose concentration

At home the individual who is chronically disorganized will often have "pathways" through many cluttered rooms. Their storage rooms will be filled and they will be unable to decide where things should go or know how to find them.

It's common for the CD individual to feel that their home is a stressful and non-productive environment as they are unable to locate important documents or other things they know they have. Financially, they spend more money buying duplicates because it's easier than sorting through clutter. Another consequence of the disorganization is being late for school or work due to looking for missing items.



Would you like to be able to find your papers or files in 5 seconds? Manage your digital information, paper, and files with *The Paper Tiger* and know how to eliminate lost items and files in your home and office for good.

Want a great productivity tool for keeping in touch with others? Find the *KIS Solution to connecting with clients, friends and family. Environmentally friendly too!*

Tired of thinking small about your business? Join the *Think Big Revolution with Book Yourself Solid* author Michael Port and grow your business to the level you are dreaming of.



Join me in face book, and I'll accept you as a friend right away!

At work the CD individual has organizational issues brought up in work situations. Their disorganization may cause them to be tardy or absent from meetings, and miss deadlines. (2003 NSGCD)

If you have discovered that you or someone you are close to is CD, then you'll know the freedom that

could be created if organizational changes could be made. You can learn all about CD by visiting the NSGCD website at [www.nsgcd.org](http://www.nsgcd.org).

A few conditions to consider when determining the roots of CD are:

- ADHD, MS and Chronic fatigue syndrome
- Structural or Environmental factors and deficient organizing models or teachers
- Lifestyle choices, such as over-scheduling
- Communication problems
- Physical impairment
- Mental health, learning and personality disorders
- Aging and cognitive disabilities
- Grief or Perfectionism (2003 NSGCD)

The difference between a normal disorganized person and a chronically disorganized person is the chronically disorganized person usually experiences emotional pain about the disorganization even if they are in denial. They also experience embarrassment and shame about their habits and are absolutely over-whelmed.

In my field-work, I remember where I've come from in my organizing skills and remember CD individuals are people first. They have an underlying reason associated with being chronically disorganized. One of the things I usually say to my CD client is, "It's just stuff." I am amazed how difficult it is for the CD client to let anyone in their life to help. Because most environments are far beyond what a cleaning or maid service would be willing to accept, CD individuals fall deeper into disorganization and pain.

If you have or know anyone who you think may benefit from learning more about CD support, please pass along this free information.

The articles:

- Overcoming Procrastination
- CD Questionnaire
- CD Time Management
- Hire or Friend

found under the Resources tab, then Fact Sheets tab at the NSGCD website are and excellent first steps to making changes. I have listed helpful links and my reading list in The Next Step section of this newsletter.

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## THE NEXT STEP

This month I certified to be a Parent to Parent teacher for Children and Adults with Attention Deficit Disorder. I'll be teaching at least one class yearly and share with parents CHADD's wonderful curriculum for research based skill building and family support. I'm so excited to be a volunteer for CHADD, supporting parents. Their support groups, online communities, resources and classes have been a tremendous support for organization in our home.

This April, I will complete my CD Specialist Certificate of Study with the NSGCD. They have also been a wonderful resource for me and CD clients.

Please visit the sites below to inspire success and change in your life or the life of someone you know with CD.

**The National Study Group on Chronic Disorganization**

[www.nsgcd.org](http://www.nsgcd.org)

**Children and Adults with Attention Deficit Disorder**

[www.chadd.org](http://www.chadd.org)

**Obsessive Compulsive Information Center**

[miminc.org/aboutocic.html](http://miminc.org/aboutocic.html)

To order information packages on hoarding, we recommend this informative resource.

**Understanding Obsessive Compulsive Hoarding Disorder**

[http://understanding OCD.tripod.com/hoarding3\\_links.html](http://understanding OCD.tripod.com/hoarding3_links.html)

**Clutterers Anonymous**

[www.clutterersanonymous.net](http://www.clutterersanonymous.net)

**Messies Anonymous**

[www.messies.com](http://www.messies.com)

We look forward to your ideas, feedback and blogging with you. April's Newsletter topic is "Green Cleaning in the Kitchen and Bath." I can't wait to share all I have learned with you!

For assistance with organizing and organizing challenges, Contact Camille at [Camille@keepitsimplesolutions.biz](mailto:Camille@keepitsimplesolutions.biz) or go to <http://www.keepitsimplesolutions.biz> and write you are interested in a free consultation in the contact section.

Organizing can often be a heart-to-heart, personal experience. That's why I love it so much.

I received some great testimonials last month from wonderful clients.

I feel happy when I am able to be a part of the positive change that happens. I just have to share these!

"Camille really knows what she's doing. She knows how to teach me and we were able to organize my papers and my desk so that everything has its own place. I am very impressed with her as a professional and others have noticed a difference in my positive outlook." Sharron P.

"Camille, Thank you so much for all your help and support. It was lots of fun getting it all done. Thank you!! After you left Taylor and I sat in the office and enjoyed the calmness. You helped remove a painful thorn in my back. Today I was able to do my exercises and use the ball and weights. I really am excited to have you come back and help with the play room." Kimberly H.

Keep It Simple Solutions values your opinion. We always appreciate your feedback. Let us know your feelings about our newsletter and content.

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