

Five Ways to Inspire Peace, Poise and Order

By Kristin Mackey

Do you sometimes feel like a mess? Maybe off track? Yearning to feel peace and balance with all that fills your life? Read on...

Simplify Everything

Simplifying every area of your life sounds daunting, but it can be quite easy with planning. Every single area of your life regardless of area, counts and can be upgraded to make things easier. It involves scheduling time and breaking down tasks into smaller steps. It is about pruning and making space.

Clutter, unfinished business, unforgiveness and mental noise will get in the way of your personal vision. Prune, upgrade, clean up and organize everything that appears to be a mental (unfinished business), emotional (unforgiveness) and physical (clutter) hurdle.

IDEA #1 Get a journal you love and set aside time daily to write and reflect. Whatever you deem valuable from your scribbles, then transfer into whatever tool (calendar/planner) you use to plan your time.

IDEA #2 Create an essentials center. An easily accessible area for you to grab items that allow you to feel organized, poised, confident and refreshed for whatever life throws you. I have one that includes multiples of mints, business cards, natural hand sanitize wipes, a USB device, a few combs and a few of my favorite types of pens etc. I just grab and go and I am always ready. I just make time every month to make sure everything is restocked - simple.

IDEA #3 Carve out a PLACE OF PEACE for balancing and centering yourself. Choose a room, corner or chair and “make it your own”. Create it to be a healing, centering and peaceful place you go to without being interrupted. I have a chair with a CD player and mediation CDs. I also love my garden. I schedule time each day to get centered in the morning and clear negative energy at night.

IDEA #4 Create a resource center. Grab a binder, tabs, paper etc. and combine everything you need into one handy binder. For my personal resource center, I include thank you notes, stamps, quick phone list, local business cards, restaurants and birthday cards (anything I need handy). For my professional resource center, I include my outlines, business resources and handy FAQ snapshot sheet for unexpected new business calls. Everything is simplified, together, handy and easily updated. I taught this a decade ago in management skills seminars then saw the bookstores carrying a version of it. Sometime we need to just **invent** what we need, even if item is not on the market yet. Do not be afraid to be creative. The office supply stores are loaded with goodies.

IDEA #5 Create several cheat sheets. I type up handy cheat sheets (easy to update) for my daily planner and desktop. If I forget how to zip a file, burn a disc or anything else that I do not do often, it keeps me from staring into space trying to recall the right or left click drama. This little trick has allowed me to execute things swiftly, reduce irritation and feel in control of the amount of information I am exposed to *and need* at times.

And lastly...

As you clarify your world, be sure to check for any expiration dates. We are always changing. What fills our lives at some points may not be what serves us now. Taking inventory of your life and identifying anything that may have an expiration date will keep you reevaluating the value of your life's contents periodically.

As you evolve, keep tabs on how you interface with “all that is new”. Be delighted, be thrilled, enjoy and go after all that makes you happy. Getting and staying in balance is like caring for a beautiful garden. There are many different components that require unique attention and care. Be clear about what you want the garden to look like, and then organize it, prune and pull out the weeds to make your vision come true. And along the way, enjoy what shows up — and repeat the process when necessary.

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