

The 3 Main Costs of Disorganisation

The first cost is **TIME**.

Do you often...

- run late
- procrastinate
- double back for things you have forgotten
- feel rushed in the mornings
- make several trips to the supermarket each week and spend a lot of time in queues
- waste time having to look for lost or misplaced items
- get distracted from the task at hand
- find yourself sorting and resorting items (e.g. paper shuffling) but not putting them away

The next cost is **MONEY**, e.g.

- late fees on bills
- paying top dollar for things because you leave everything until last minute and run out of time to shop around
- parking fines
- Buying duplicate purchases of things, you already have but can't find or you forget you even bought it in the first place
- Throw out food? Shopping without a list or meal plan
- Lost income opportunity – no system for invoicing. Inability to grow your business past its current size due to disorganisation

The next costs are the **EMOTIONAL** costs,

- Is clutter and disorganisation an ongoing challenge for you?
- How do you feel when you are disorganised?
- How do you feel when you are organised?
- What are you telling yourself when it comes to getting organised? Does it have positive or negative connotations?

What about your personal and professional **RELATIONSHIPS**?

- Does being disorganised make you grumpy or short tempered with others (e.g. partners and kids)?
- Does it impact on the way others perceive you?
- Is it causing strain on any of your relationships (personally or professionally)?
- Is it impacting on your productivity/work/business?