

Good morning and happy Monday team!

I hope you all had a great weekend! We have spent the last few weeks talking about the importance of self-care related to finding motivation and inspiration, while implementing healthy habits. This week, we will look at the **effects of orderliness**. There is importance in having **structure and order**.

According to Gretchen Rubin (2014), For most people, an orderly environment helps them feel more **energetic**, more **creative**, and more **cheerful**. Does this feel true for you?

When my desk or office is a mess, I have a hard time concentrating on tasks. It can feel like things are getting out of control.

To help us keep a handle on our outer environments, we are going to tackle one very small strategy this week: the strategy is the **one-minute rule**.

- **Here is the challenge:** If you can do something in one minute or less, you must do it. That means hanging up the coat, putting the shoes away in the closet, sorting through the mail, filing a paper, replacing the toilet paper roll, putting the dish in the dishwasher, or putting the book back on the shelf.
- At work, that means clearing off your desk, watering the plants, and cleaning up the coffee mug before leaving for the day.

Consider how committing to the one-minute rule contributes to a sense of outer order but inner calm.

When we take time to put things in their places, we reduce the possibility of creating or increasing visual and mental clutter.

“Orderliness is pre-requisite for being on time anywhere and everywhere.”

- Rajendra Muthye