

PATTY KREAMER'S

**Clutter
Rescue
Course™**

The "no-overwhelm,
baby-steps" way to tackle a
life full of stuff you don't need,
stuff you can't find, and stuff that you
don't even remember you had!

By Patty Kreamer, Certified Professional Organizer®, and
author of two groundbreaking books on organizing:
"...But I Might Need It Someday" & *The Power of Simplicity.*



Excerpted from *Patty Kreamer's Clutter Rescue Course*

Step 7: Life Balance

Say it with me. “**NO.**” Again. “**NO.**” If you expect to find any sense of balance in your life, you need to practice saying **NO**. It could quite possibly be the most difficult but most powerful little word in the world. Let's see how we can make it an easier word to use.

IN STEP 7

- Life Balance
- How to say NO!
- The Power of Pause

EXERCISE: Learn To Love "NO"



LIFE BALANCE

Before you consider taking on *any* new activity, you need to be crystal clear that there is room in your life for it *without* sacrificing what matters to you most. Too often, the word “yes” or “ok” comes out before you realize the consequences.



Life balance relies heavily on the power to say NO.

Look at it this way. You only have 24 hours in a day, 168 hours in a week, 8,760 hours in a year. How do you want to spend those hours? Do you like the way you are spending them now? How much quality time do you give to your children, spouse, friends, and others in your life? Ask yourself these important questions before you say yes.



HOW TO SAY NO!

How do you say no? Don't answer right away when you are asked to do something new. You could say, "I need a few days to evaluate whether or not I can fit this activity into my schedule. Can I get back to you next Wednesday?" The outcome might be that you can politely say, "I don't think that I can serve on the board at this time, but I spoke with Mary and she is willing to offer her time and expertise." OR "I don't think I can serve at this time because, after careful consideration, I realized that I just don't have the time. I won't make a commitment that I can't fulfill. I'm sure you can understand."



THE POWER OF PAUSE

The Power of Pause is something you'll want to practice when it comes to saying NO.

The investment of just a few minutes or seconds in a "pause" BEFORE anything new enters your life can make a monumental difference. The period of time before you decide to bring something new into your life can be the crucial "make or break point" in attaining simplicity. You have to make a *conscious* decision whether or not you have both the physical and emotional room for it.

People often overlook, ignore, or just don't know about this important small space of time. You have to actually stop long enough to think about what you are doing. Many of us overlook this space because we run at such a fast pace that slowing down or stopping momentarily is a foreign concept.

The Power of Pause is a free gift available to everyone. Without it, you keep adding more and more time-consuming activities without any thought. What a difference a PAUSE makes!



EXERCISE: Learn to love "NO"

Do you often say YES without thinking it through? _____

Where in your life do you need to exercise saying NO more often?

How will Pausing before saying YES help you to decide whether or not you have room in you life?

When you are faced with a decision, what will you do to help you remember to pause?

Is there someone who can help you remember to pause - to hold you accountable for your Yes's and No's?

GREAT THOUGHT: Balance your life by simply saying, "No, thank you".
- Patty Kreamer, CPO®



Other products by Patty:

- **Clutter Rescue Course – E-course and Workbook**
- **"...But I Might Need It Someday!"** (Book or CD)
- **The Power of Simplicity** (Book)
- **101 Simple Steps to Organize Your Life!** (Booklet)
- **PaperConnect™ Tickler File** (Daily filing system)
- **Kreamer Connection** (Free monthly newsletter)

To order, visit www.ByeByeClutter.com.