

the best *you can be*

Lesson

9



AN ORGANIZED *woman*

“Let all things be done decently and in order.”

1 Corinthians 14:40



THE UNIVERSE DEMONSTRATES that God is a God of order. He brought something beautiful out of chaos in making our world, and He keeps it functioning in the most amazing way. When we read even small amounts of science literature and look at detailed nature pictures, we are thrilled at how beautifully organized everything is and how it keeps running smoothly—all because God made it that way. We are able to breathe and live because God is organized. If it were not so, we would not be here. It is our privilege to cooperate with God. We are stewards of the earth and of our homes. To have a happy, well-functioning family and home, we need to be organized. This lesson will provide some wonderful suggestions and tools. When we are organized, we will have more time to spend with Jesus, which in turn will make us quieter and able to hear that still, small voice guiding us all the time.

The Bible tells us that God is a God of order. The Creation story demonstrates this. The building of the Mosaic Sanctuary also bears witness to orderliness. Proverbs 31 describes an extremely organized woman as a role model. The Bible says, “Let all things be done decently and in order” (1 Corinthians 14:40).

Once we recognize the importance of being organized, we can find many materials to help us. We can read about women who, through God’s grace, changed their ways and became organized. Emilie Barnes, Robyn Pearce, Lissanne Oliver wrote about their experiences and provide us with inspiration and guidance to be well organized. In the 21st Century, books, Internet blogs, YouTube tutorials, and other materials abound to help us eliminate clutter and become organized.

We will look at 10 tools for organizing TIME and 10 tips for organizing SPACE. Some of these can be condensed, and a computer can take the place of many items. Select the system that works best for you.

ORGANIZING MY TIME

1. **Learn to say no.** The woman of excellence knows that she must say NO to the good so that she can say YES to the best.
2. **To-Do list.** Time taken to do this is not wasted. Make lists of things to do. Make more lists.
3. **Set deadlines.** Try to meet self-imposed deadlines. Hurry through chores and spend more time doing what is pleasurable, such as reading, walking, or spending more time with the children.
4. **Rewards.** Reward yourself for projects completed. Allow yourself a treat when each is done.
5. **Calendar.** Record all appointments, schedule plans for projects and activities, including time for relaxation.
6. **Journal.** Our spiritual journey does more than anything else to help us keep our priorities straight. A journal is not a diary with its brief record of events. It is a place to write our thoughts, prayers, and ideas; a place to write goals for the year, for a month. Often our outer world may be chaotic, but a journal can help keep our inner world focused and calm.
7. **Tickler file.** Have a file with sections for every month for dates bills are due and for time-sensitive information.
8. **Book of lists.** Record anniversaries, birthdays, payments sent and received, ideas, stories and talks given, lists of books read or yet to be read.

9. **Message Center.** Tack notes to a bulletin board or attach them with magnets to the refrigerator for your family to see.
10. **Job cards.** Using index cards, write on each your committee appointments, writing projects, and other things to be done. Include details of measurements, supplies needed, and deadline date. When the job is done, throw away the card.

ORGANIZING MY SPACE

1. **Keys.** Have a special place for keys. This saves time searching.
2. **Greeting cards.** Have a box for cards for birthdays and other occasions.
3. **Addresses and phone numbers.** Keep this information in a book or on computer. Keep it up to date.
4. **Gift Box.** Keep a few gift items tucked away to be ready any time.
5. **Warranties and guarantees.** File all such items in one place.
6. **Kitchen cupboards.** Remove all old dishes, tins, and unneeded items. Give or throw them away.
7. **Clothes closets.** At least once a year or each season, sort your clothes. Are they old, worn, wrong size, never worn? Give them away or toss.
8. **Storage.** Use boxes—cardboard or plastic—to keep like items together. Label the boxes.
9. **Filing cabinet.** This is a wise investment. Develop an easy-to-use filing system. Use it. File at least weekly. Periodically toss outdated items.
10. **Sanctuary.** Assign one place to keep your Bible, notebook, lesson quarterly, and other items you use for personal devotions. Schedule daily quiet time there.

RATE YOURSELF

Rate yourself in each skill. One means you are very poor. Five means you are completely satisfied with how you are doing.

1. **Using time effectively.** Do you get 60 minutes' work out of each hour?

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
2. **Planning.** Are you able to develop a course of action to accomplish a specific objective?

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
3. **Controlling paperwork.** Do you maintain the flow of communications: letters, bills, cards, and so forth that come to your desk?

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
4. **Finding things.** Can you locate information, tools, and materials quickly when they are needed?

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
5. **Delegation.** Are you able to organize so that others can share in the work and you are not left doing everything yourself?

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
6. **Pacing your energy use.** Are you able to pace yourself so that you can complete a day without fatigue?

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
7. **Concentration.** Are you able to stick with a given task?

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|

8. Setting priorities. Do you do the important things first?

1 2 3 4 5

9. Memory. Do you have a system to help you remember important incidents, ideas, plans or promises?

1 2 3 4 5

10. Clutter control. Are you able to keep a clean, neat house, garage, yard, or workspace?

1 2 3 4 5

2. Choose one of the spaces that you marked. What materials do you need to begin working on it? Assemble what you need to make a start. Do one area at a time.

3. Which of the 10 tools for organizing time would be helpful to you? Decide on one of them. Buy what you need.

SUCCESS PRINCIPLE

The successful woman takes control of her time and her environment.

PERSONAL GROWTH EXERCISES

1. Following are specific areas that often need organizing in a home. Circle or mark the areas that need work in your situation.

| | |
|--------------|----------------|
| keys | cards |
| addresses | phone numbers |
| gift box | warranties |
| kitchen | clothes closet |
| linen closet | garage |
| storeroom | tools |
| drawers | filing |
| books | sanctuary |

MY PRAYER FOR TODAY

Dear God, I want to be more organized. I thank You that You show us Your wonderful plan in making our world and putting it all together so perfectly. Thank You for making me and for the beautiful way my body is put together in such an orderly fashion. Help me to take care of my environment and myself so I can glorify You in everything I am and do. Help me to clear the clutter from the space where I live and work. Also to clear the clutter from my mind, so that I can concentrate on Your goodness and plan for my life.



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