

To try out our fun quiz to help you gain insight on organizational areas that may need attention. Put a check next to statements that describe you. Count the check marks to get a score. See the scoring section below to interpret your score.

Clutter:

1. I struggle when deciding what to keep or toss.
2. I often misplace keys, notes, and phone numbers.
3. I don't have enough storage space.
4. I find that I re-print material (bills, emails, notes, or travel information), because I can't put my hands on my original copy.
5. I usually have to move items (paperwork, clothing, books, or clutter) in order for someone to have a space to sit down.
6. I am afraid that if I put away projects / items I will forget to do them. I agree with that statement "Out of sight out of mind."
7. If I have paid for something, I will not throw it away even if I no longer need it.

Paper:

8. I'm afraid to file papers, because I might not be able to find them when I need them.
9. There is a stack of magazines and other reading material out on my desk or counter tops most of the time. I never get a chance to read them.
10. It is difficult for other people to find a document on my desk when I'm not there.
11. If my desk or counters were free of clutter, other people would think I was not busy or had too much free time.
12. I have lost or do not know where all of our family's important documents are located. (Items such as bills, driver's license, birth / marriage certificates, or children's medical records).
13. I usually have to ask people for the same information more than once. I try to keep information in my head or lose my notes.

Time:

14. I have missed important dates or deadlines.
15. I have been unprepared for meetings, appointments or deadlines.
16. More than once I have forgotten something important and had to return to my office / home to retrieve it.
17. Interruptions keep me from doing my work.
18. Other people make me late – it's not usually my fault.
19. I have no structure in my daytime routine. There are no clear start and stop times to my tasks.
20. I struggle with getting off the phone or departing conversations.
21. I don't have time to organize; I am too busy with the workload and tasks that I have.
22. When interrupted, it takes me at a long time to refocus and get back to what I was doing.
23. I tend to be the last person to arrive to a party, to pick up my children from school, or to get to work.

Scoring

1 – 5: Congratulations! You have good systems in place and for the most part things seem to be running smoothly. You may need to periodically re-evaluate your methods for removing clutter from your home and work life. Consider sharing your successful organizational methods with others who ask. Join our www.OrganizedDIY.com community – you have great ideas & tips to offer to others trying to get organized.

6 – 11: Things aren't going so well? You may be missing deadlines and feeling overwhelmed, frustrated, and depressed. Others may be as frustrated with you as you are with yourself. Now is the time to take action and re-evaluate your organizational strategies. Take one section (clutter, paper or time) at a time and put some new processes in place. Check out the www.OrganizedDIY.com community groups for new ideas.

12 or More: You may have "unorganized" tendencies. Do you feel efficient and effective in your time and family management? If you are becoming overwhelmed with commitments (to do's), you definitely need to take back control. Try to schedule time with yourself to put organizational methods in place. Tackling too many projects at one time will not set you up for success. Choose one area of your home or office and make a plan to organize just that one area. You can find new ideas on www.OrganizeDIY.com. Join our community and take advantage of the wealth of knowledge available for people trying to become more organized.