



## **Why be organised?**

Organising your life in intentional ways can reduce stress, increase a sense of control, improve decision-making, and free up more time and energy for rest and the things you love and enjoy.

**Research shows that having more structure in daily life such as clear routines, goals and organised spaces is linked to lower stress, better sleep, and higher overall wellbeing. Sometimes life can get so busy and hectic that we miss out on doing the things we love or loved.**

Below are some suggestions that you could try to organise those important things back into your life:

### **What's important?**

Identify the things that are truly important to you. It could be family, friends, kids, surfing, hunting, nature, or your faith.

Are you still doing those things? If not, why did you stop?

### **Setting Goals**

There are many formats to set goals. A very simplistic way to set goals is to write what you want to achieve (e.g. Going hiking), then write down all the tasks that will help you achieve that goal (e.g. identify a track, check weather, get walking shoes, go hiking). Next to each of those tasks, draw a check box. Tick off the things that you achieve and see how you feel after. We have an easy fillable template available at [wahi.org.nz](http://wahi.org.nz)

### **Journaling**

The act of writing things down can be a super effective way to declutter our minds. If you've never journaled before, grab a piece of paper, start with one of the below prompts and write things that come to mind.

- "Today I felt that \_\_\_\_\_ went well, because..."
- "What did I do today? How did that make me feel?"
- "I am grateful for \_\_\_\_\_ today, because..."

### **Brain-dump**

Set a timer for three minutes and write anything that comes to mind, no judgement, no editing, just write. At the end of the three minutes check in to see if you feel any different.

# Tool - Organise

Goal-setting Sheet



## Why should I set goals?

Setting goals can help to give your life direction and to stay focused on what's important. Goals help you focus your energy, stay motivated, and make progress towards what matters to you, rather than feeling stuck or overwhelmed.

**“Every action you take is a vote for the person you want to become.”**

– James Clear

**Goal:**

**Why?**

**I will achieve this by completing:**

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**Goal:**

**Why?**

**I will achieve this by completing:**

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