



What's your Organization Personality?

This quiz will help you work out exactly where you're disorganized—and exactly where you ARE organized!

Being organized is often a complicated issue. There are four main spheres of clutter that can affect you:

1. Physical Clutter
2. Life Clutter
3. Mental Clutter & Time Management
4. Emotional Clutter

The **key** to becoming organized is to understand the main issue(s) so you can address the **true cause** of your disorganization. There is no one-size-fits-all solution. Finding the right solution for you is an individualized mission!

Ready?

Instructions

1. For each question in Parts 1, 2, 3 and 4, circle the answer that feels most appropriate to you. It may not be *exactly* you, but circle the one that's closest to the way you feel.
2. For each part (1, 2, 3 and 4), add up the number of As, the number of Bs and the number of Cs.
3. Find out your Organization Personality below the quiz!

Let's go!

#	Question	A	B	C
	Part 1			
1	Do you have a designated place for everything both at home and at work?	A Yes, of course I do	B For some stuff, yes, and for others, no	C Are you kidding? Of course I don't!
2	Do you have enough storage space both at home and at work?	A Yes, I sure do	B Hmm, I'm not sure	C No way. I have WAY more stuff than storage
3	What percentage of clothes in	A	B	C

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	your closet do you actually wear?	70-100%	30-70%	0-30%
4	How do you feel when you're at home and in your environment?	A Great, I love my space	B It's ok	C I feel stifled and a bit like I can't breathe, sometimes
5	Do you ever lose things, or buy something then realize you actually already had one at home, you just didn't know it was there?	A No	B Sometimes, but not often	C Yes, quite often.
	Total for Part 1	Total As =	Total Bs =	Total Cs =
	Part 2			
6	Are you in a time of transition e.g. opening up a new business, moving house, adding to your family, moving offices, etc?	A No	B A bit, but it doesn't seem to impact me that badly	C I am, and it's thrown me into disarray!
7	Do you sign up for everything that's going on?	A No	B Hmm, not really, I'm not sure	C Yes, I sure do. As a matter of fact, I've got to go somewhere right now!
8	Do you ever find yourself saying "yes" to everything and spending time doing things you actually don't want to do?	A No	B Sometimes, but not that often	C Yes, all the time
9	Do other people impact your ability to be on time, or to get things done?	A No	B Sometimes, but not that often	C Yes, all the time
10	Do you have clearly defined goals for your life?	A Yes	B I do have goals, but I'd need some time to think about it	C No, not really
	Total for Part 2	Total As =	Total Bs =	Total Cs =
	Part 3			

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11	Are you good at estimating the time it will take to do things?	A Yes	B Sometimes	C No, I usually underestimate or overestimate
12	Are you always on time for appointments?	A Yes	B 50/50	C No, I'm always late, and everyone knows I'll be late
13	I delegate....	A I delegate both at home and at work	B I delegate but only at one place (i.e. either home or work)	C I don't delegate at home and I don't delegate at work. I do everything!
14	I keep everything in my head	A No, I don't, I write things down so I don't forget them	B I keep some stuff in my head and other stuff I write down	C Yes, everything's in my head
15	I procrastinate	A No, I don't. I say what I'm going to do, and I do it	B Sometimes. Maybe half the time?	C Yep – sure do!
	Total for Part 3	Total As =	Total Bs =	Total Cs =
	Part 4			
16	I don't know what to focus on, therefore I jump from one thing to the next	A No, this doesn't sound like me	B Sometimes I do this, come to think of it!	C Totally! I've always got so much going on at once!
17	I find it hard to forgive and often find myself feeling jealous or resentful	A No, that's not me at all	B That could be me. I'm not sure though....	C Yes, this is me. I sometimes feel overwhelmed with these feelings
18	I am a worrier!	A No, I'm not. Whatever will be, will be	B I do worry but I'm making a concerted effort not to	C Yes, I worry all the time. If I didn't feel worried, I'd be worried about the



				fact that there's nothing to worry about!
19	I am a perfectionist. If I can't do something perfectly, I'd rather not even give it a go	A No, that's not me, I'm happy to give everything a go	B Sometimes that's me	C Absolutely that's me. If I can't do it perfectly, I just don't do it
20	I find it hard to let go of the past	A No, I'm good at letting go. I'd rather focus on my future	B Yes, this is true for me maybe half the time	C Absolutely. I actually find myself held back because of it, too.
	Total for Part 4	Total As =	Total Bs =	Total Cs =

Your Score

Part 1

Part 1's questions relate to **Physical Clutter**. My definition of Physical Clutter is quite simply, 'stuff'. Physical objects that start to pile up. On the coffee table, on your desk, on the kitchen bench, on the lounge room floor, in the corner of a room, in the car, in the bookcase, on top of the filing cabinet. You get the picture.

Mostly As

Congratulations! Physical clutter is not an issue for you.

Mostly Bs

You need to start watching yourself a bit. Physical clutter can likely become an issue for you if you don't keep an eye on things.

Here's what I'd recommend:

1. Make sure everything has a designated place. Do not bring something new into the home (or office, or car etc) unless you have a designated place for it. And no, 'the floor' does not count as a 'designated place'!
2. Look around and really 'see' what's in front of you. Sometimes – when something's been sitting in a spot for a long time – it can become 'part of the furniture' and you no longer see it, even though it's right in front of your eyes. Consciously look around, see what you think needs de-cluttering, and start taking small daily actions to maintain an organized state.



Mostly Cs

Physical clutter is an issue for you. I recommend you regularly visit my website for some great tips on how to reduce physical clutter. Note that having Physical Clutter can create Mental Clutter, Emotional Clutter and Life's Clutter (and vice versa, actually, but more on that later).

In the meantime, here are a few things you can do:

1. Identify your clutter
2. 'Take a step back' and really look at how you feel about the clutter. What is it doing to you? How do you currently feel? How do you want to feel?
3. Write down some goals you'd like to achieve in your de-cluttering efforts
4. Read my website tips as mentioned above and see what tips resonate for you. Work out what small daily actions you can do to minimize this clutter and to assist you in achieving your identified goals

Part 2

Part 2 relates to **Life's Clutter**. My definition of Life's Clutter is the extent to which events and issues external to yourself either directly or indirectly affect your ability to be organized. For example: someone else's being late causes you to be behind schedule; always wanting to say "yes" to people leads to overwhelm; the FOMO (fear of missing out) factor means that you accept all invitations and requests and therefore find yourself doing things you didn't want to do. Make sense?

Here's my take on this:

Mostly As

Congratulations, you are not visibly affected by Life's Clutter.

Mostly Bs

Start watching yourself carefully as you are liable to start getting caught up in Life's clutter. Here's what I'd recommend:

1. Start saying no to invitations and requests if these invitations/requests don't contribute to the goals you have for yourself. Yes, that's scary, but there *are* actually a lot of 'nice' ways to say 'no'.
2. Do you have a 'late' policy established for your work/business? If you don't, write one now. It can be as simple as: "Showing up late to an appointment means that you will forfeit this time. For example, if you're 10 minutes late to our 60 minute appointment, we will get to spend only 50 minutes together. So please be on time so we can make the most of our sessions."

Mostly Cs

You are allowing yourself to be affected by Life's Clutter. Yes, I said "allowing." It sounds harsh,



but remember, we are all in charge of our own time. We all have commitments, and places we need to be, but EVERYONE has 24 hours in the day.

The Queen, the Prime Minister, the President, you and me. We are all masters of our own destiny. If you don't like something, change it. If you don't want to do something, don't do it. Easier said than done, right? Well here are a few tips:

1. Implement the two tips under 'Mostly Bs' above. In addition to that, do the following:
2. Refine your goals. What are your life goals? What are your business goals? What are your personal goals? Write these down and put them in a visible place, be that on the fridge, on a vision board, as your screensaver or desktop, on your phone—anywhere where you'll see them regularly
3. Every time an invitation comes in for an event you are unsure you want to go to, read your goals. Then ask yourself if going to that event (i) contributes to your goals (ii) detracts from your goals. Use that to make your decision
4. Every time someone asks you to do something you don't want to do, take the same action you took in #3. If that “something” contributes to your goals, then do it. If it doesn't contribute to your goals, then kick it to the curb.

Part 3

Part 3's questions relate to **Mental Clutter and Time Management**. My definition of Mental Clutter is everything that's going on in your head. It's that cassette tape (80s statement alert!) that's stuck on replay in your head. It's your mind never shutting off and the constant chatter that keeps you awake at night. It's trying to keep everything in your head instead of writing things down. It's jumping straight into tasks instead of planning and scheduling them. It's trying to do too much because you don't realise it's too much. It's then the resulting feeling that you haven't achieved what you set out to achieve. Get the picture?

Here's my take on this:

Mostly As

Congratulations, you are a Time Management guru!

Mostly Bs

You've got some time management skills but it looks like you're not using them as much as you could, and should be. Here are a few quick tips on how to organize your time. I also have a bunch more at www.christinahannamifsud.com.

1. Keep track of every ½ hour block of time, for one whole week. Yes, that sounds like an absolutely painful thing to do, but I guarantee it will be worth it. You will find out exactly where and how you're spending your time.
2. Look at the results from the diary. Are you happy with where you're spending your time? If not, change it!



Mostly Cs

Mental Clutter and Time Management are definitely issues for you. Remember, everyone has 24 hours in a day. The trick is learning how to use them (1) effectively and (2) in the manner you desire. To do that, you need to know what you're spending your time on, how you're treating time as a commodity, and how to change what you're doing with time if your current practices are not desirable.

So here's what to do:

1. Implement the two tips under 'Mostly Bs' above
2. Define your goals. How exactly do you want to be spending your time? What is the difference between what you've got in the Daily Diary you just filled out (i.e. your current status quo), versus how you want things to look (i.e. your goals)?
3. Start practising time estimation. No, I'm not saying that you need to become a big nerd. I'm saying to really take the time and effort to see how long things take. Once you know how long things take, it can help you schedule what you need to do and when you need to do it. And yes, "what you need to do" is not just boring stuff—it's downtime too!
4. View time as a commodity and a valuable asset. Also remember that everyone else's time is just as important as your time. If you turn up 30 minutes late to a meeting with someone, you're essentially telling that person that your 30 minutes is more valuable than their 30 minutes! If you know it takes an hour to drive somewhere when there's no traffic at all, but that you're driving in peak hour, DON'T just schedule one hours driving time, and then, when you're late, tell them that it was "all due to traffic." Guess what? That's rubbish. Yes, I know sometimes anomalies happen, and there may be a terrible accident. That's not what I'm talking about. I'm talking about the realities of day to day living.
5. Prioritize, prioritize and prioritize.

Part 4

Part 4's questions relate to **Emotional Clutter**. My definition of Emotional Clutter is how emotions, feelings, judgements, unfinished business, worries, fears, resentment and other issues affect you deep inside. Emotional clutter can impact every aspect of our lives because, deep down, we're feeling so blocked up with issues that we freeze. You quite simply can't organize anything at all because you're fighting these overwhelming feelings. It keeps you stuck in the past and in a place of overwhelm.

Here's my take on this:

Mostly As

Congratulations, you are not visibly affected by Emotional Clutter.

Mostly Bs

Take caution as you are beginning to show signs of being caught up in Emotional Clutter. Here's what I'd recommend:

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1. Identify your feelings
2. Take steps to try and let go of these feelings. Yes, yes, I know that's easier said than done. There are many resources available to help you to work through past pain and hurt. That is definitely not my area of expertise—I'm simply here to help you identify it, realise that it's holding you back in your ability to get organized, and therefore “point you in the right direction” to seek help when and if necessary. If this is a sticking point for you, please email me at contact@christinahannamifsud.com and I'll send you some resources.

Mostly Cs

You're definitely affected by Emotional Clutter. This clutter will keep you drawn to the past. Holding onto Emotional Clutter can hold us back. When we're stuck in the past, we can't move onto our future.

Here are a few tips from me:

1. Implement the two tips under 'Mostly Bs' above.
2. Begin the healing process. You've identified your feelings. You've taken steps to let them go. Seek professional help if you need it. Sometimes a friendly listening ear, writing things in a journal, or even the very act of identifying how you're feeling is enough to help you move forward. If it's not, ask for help.
3. Face your fears. Fear can be paralyzing and can keep you stuck. Identify what scares you, and choose something to act on. It can be as small or as large as you like, but take that first step. Taking that step is sometimes all that's needed to help you move on.



I hope you've enjoyed this quiz and that by taking it, it helps you on your journey of moving forward in terms of becoming as organized as you'd like to be!

Who am I?

I've always loved being organized and was basically born with a pen and paper in my hand! I have Bachelor of Business (Business Management / Economics). I've spent more than 10 years managing international, multi-million dollar projects for the government, for a global IT company and for a global gaming company. I've always dreamed of having my own business and, LOOOVE helping people get organized, so, here I am!