

Common Characteristics of Individuals Affected by Chronic Disorganization

- ❑ Accumulates large quantities of objects, documents, papers or possessions beyond apparent necessity or pleasure
- ❑ Has difficulty parting with things and letting go
- ❑ Has a wide range of interests and many uncompleted projects
- ❑ Needs visual “clues” as reminders to take action
- ❑ Tends to be easily distracted or lose focus; reduced concentration
- ❑ Often struggles with time management

Home

- ❑ Cluttered living areas
- ❑ Storage areas filled to capacity
- ❑ No (or multiple) household calendars in use
- ❑ Stressful household environment
- ❑ Missing important household documents
- ❑ Often late leaving for school or work due to misplaced items or distractions
- ❑ Difficulty completing household tasks such as laundry, housecleaning, and yard work
- ❑ Multiple projects begun but not finished
- ❑ Inability to find things
- ❑ May have rented additional storage space for excess possessions

Work

- ❑ Poor sense of time
- ❑ Missing or misplaced files (paper or computer)
- ❑ Tardiness or absence from meetings
- ❑ Inability to find things
- ❑ Missed deadlines
- ❑ Difficulty making decisions
- ❑ Vague with instructions
- ❑ Frequently loses calendar or planner
- ❑ Organizational issues brought up in work evaluations
- ❑ No (or multiple) filing systems in use

If you are discovering that you, a family member, colleague or coworker is affected by chronic disorganization (CD), first and foremost, *be patient!* CD did not happen overnight. It takes time to learn new skills and strategies to cope with CD. Individuals affected by CD are among the most creative and innovative people. Working with a professional organizer and related professionals knowledgeable about CD will aid progress. Learn all you can about CD.