



Ditch it tip:

Go through your medicine chest. Discard old or expired medicine, creams you don't use or bandages and things that've gotten ragged. Some leftover medicines should be returned to the pharmacy for proper disposal.

Ditch It!

Throughout the school year, we have focused our Be Well newsletters on various aspects of your organization. We have focused on the 3 D's of organization: Do It, Delegate It, Ditch It. This month we are focusing on the third D: Ditch It!

Many of us have difficulty letting things go. As we discussed, delegating may be a good avenue to get the job or item off your plate without totally getting rid of it. In some instances, however, there is no one appropriate to

delegate it to. Maybe the item is in such disrepair it is not worthy of donation. Or perhaps, as much as we would like the job to be done, it is so non-essential or such a low priority that, in the interest of time and energy, it needs to be ditched – either temporarily or permanently.

As you are cleaning out your physical space, better managing your time or organizing your electronic data, you must consider the value of each item you come across. If

there is no action to be had (Do it), it cannot be passed on to someone else (Delegate it), then consider getting rid of it (Ditch it). Having trouble ditching stuff? Ask yourself the following questions when de-cluttering:

- Do I NEED this (now or in a year)?
- Have I used this in the past year?
- Does this fit anymore?
- Does this work anymore? Can it be fixed?

If the answer to any of these questions is NO, then Ditch it! If you are unsure, you can pack it away in a labeled box to be reviewed in a month, 6 months or a year. Set a reminder to review it again at that time and ask the above questions again.

Paper clutter can be a real hassle. If you have a good handle on your electronic organization, consider typing up to do lists or scanning paper documents to eliminate paper clutter. Tossing the associated paper can be very cathartic. Another example of paper clutter, comes with your bills and statements. We all get advertisements and special offers in these envelopes. If they pertain to you, great, act on it (Do It), but if they don't toss them (Ditch it!)



Do it!

Delegate it!

Ditch it!

If you are considering whether to Ditch a job or task from you to do list or schedule, ask yourself the following questions:

- Does this event, job, or action need to be completed?
- Is it a good use or a waste of my time?
- What would happen if it didn't get done?
- Does it fit into my schedule now? Would it fit better in a month? 6 months? A year?

The answers to these questions may help you determine how much value you put into the activity, whether it is a high or lower priority at the present time, or at all. Ditching it may mean tossing it out of your life for good, never to be returned. It may also mean getting it off your plate for the time being. You may re-evaluate your answers to any of these questions down the road and come to a different conclusion. Just like tangible goods like toys, resources, or trinkets,

Ditch it Continued

ideas and plans can be tossed as garbage or recycled for use by you or someone else at a later date. If you are not ready to Ditch it, put it aside for a designated period to be re-considered down the road. Or, you could use a "Question Box": Put things inside that you don't know what to do with. If within 6 months, you have not looked at it...Ditch it!

Some other tips:

1. Break the pack rat habit! Look at your work or home space like you've never seen it before. What do you think?
2. Try decluttering for only 10 minutes every day.
3. Keep only what you need and keep it current – clear your space of irrelevant or older documents at least twice weekly.
4. Try the "One In, One Out" rule so as not to amass too much in the first place.
5. If you are feeling overwhelmed at sorting a large space, focus on smaller parts like just a drawer in a desk instead of a whole room.



Tips Continued

6. Get a bigger trash can:
 - a. Toss anything that is out of date: deadlines passed, resources related to old curriculum, memos of meetings passed.
 - b. Toss paperwork related to completed or abandoned project, unless you need an official record
 - c. Toss anything that is a trend that changes frequently
 - d. Toss old versions of materials
 - e. If it's personal information, shred it and then toss it!
 - f. When reviewing journals or magazines, tear out the articles of interest and file. Toss the journal.

7. Things to toss immediately:
 - a. Routine memos – read it, act on it, toss it
 - b. Company information on file somewhere else – read it, toss it
 - c. Envelopes
 - d. Pens or makers with little ink or are dried out
 - e. Meeting arrangements – enter into your calendar system then toss it.

As you consider your approach to Do it, Delegate it or Ditch it, be realistic...if you haven't used it in recent memory and won't in the foreseeable future, if it holds little value, is in disrepair or would be unnoticed if it disappeared, it may be a tough case to make not to DITCH IT!



Any topics you'd like to see covered in a future Be Well newsletter?

Contact us at bewell@nstu.ca or at 477-5621 or toll free 1-800-565-6788.