**Resolution: Organized. How to Take Your Resolution from Mess to Success!**

RALEIGH, N.C. -- That's IT! After spending 15 minutes looking yet again for your keys/sunglasses/prescription/bill to be paid, you've finally decided 2012 is The Year to Get Organized.

So now what? Getting organized is one of the Top 10 New Year's Resolutions. But if you don't want your sincere plans to end up in the closet with the dusty treadmill, what can you do?

"Organizing is a learned skill," explains Barbara Hemphill, a Raleigh productivity consultant and author of the new book "Organizing Paper @Home: What to Keep & How to Toss the Rest!" "Even someone with ADD like me, can learn to be organized. But like any resolution, it will require changing some habits."

Hemphill has been helping people get organized for more than 30 years. Her biggest competition in all those years isn't technology or even other organizers. It's fear.

"People are often scared they're going to do something wrong," she said. "But organizing is an art. There not a 'right' or 'wrong' way.  Organizing success means painting a picture of the results you seek, and then creating a 'productive environment' -- an intentional setting in which you can accomplish your work and enjoy your life -- so you can get there!"

Still, there are a few guidelines for those who want to get organized.

**Barbara's 10 Steps for Getting Organized in the New Year**
1. Think in terms of a "productive environment." Your environment starts with your brain, so consider your attitude. Are you ready to make a change?
2. Identify a physical place in your home to be "command center" -- your "Home Office for the Business of Life."  Make sure it's a place you like to be!
3. Look around you. What bothers you the most? Start there.
4. State a clear vision for your success.  When you are successful, what will you be able to do that you can't do now?
5. Continually eliminate whatever doesn't help you accomplish your work or enjoy your life.  Ask, "What's the worst thing that would happen if I didn't have this?"
6. Your calendar is your most important tool for getting and staying organized!  Do you have one you like? Use it to make appointments with yourself and well as others!
7. Create and customize a system for your "to do" list for tasks and projects.  Every "to do" you think of goes on your calendar, your task list, or your project list.
8. Utilize an easily accessible tickler filing system for important reminders and papers that require your action.
9. If your reference filing system (paper or electronic) is not working, ignore it and start over!
10.  Regardless of how organized you are, systems continually need refining.  Continually ask, "Does this still work?"