

LIFE ORGANISED

Means More Time for You



Service

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SERVICES OF LIFE ORGANISED 2024

By Bettina Trabant

Life Organised works with clients worldwide, provided they have Wi-Fi access and speak either English or German.

We offer decluttering and organising in four broad areas, two of which I'll outline below.

General Decluttering

Life Organised offers a general decluttering service, both virtual and in your house. In these three-hour sessions, we do physical decluttering and organising of one specific area, such as your bookcases or paperwork.

Digital Declutter

Life Organised offers a digital decluttering service. In these sessions, we declutter your devices to free up space and organise your files to make them run more efficiently. We further offer document scanning, where we digitise your old paperwork and memorabilia.

Please get in touch to learn how we can help you, or check out our website at Life-Organised.co.uk to read more.

2024 – WHAT'S IN STORE FOR LIFE ORGANISED



In 2024, our director, Bettina, is doing a no-buy challenge. Yep, you heard that right; she will spend an entire year not buying anything.

What are some of the reasons for doing a no-buy challenge? The reasons are many and vary from person to person. Finances, spending more time on hobbies, less time in shopping malls, and living more minimalist or green all come into play.

For Bettina, a minimalistic lifestyle and being greener played a big part in starting the challenge.

These two themes – Minimalism and Green Living will feature heavily in everything Life Organise does in 2024. Be it in blog post articles or services we offer our clients.

Reducing consumption and possessions for a healthier, happier future for clients and the planet will be two of our guiding principles.

Life Organised also hopes to increase and broaden the services we offer. In addition to our regular weekly blog and in-person decluttering, we wish to provide more online resources, such as courses, worksheets, and pamphlets, that our readers and clients can purchase for a small fee.

Life Organised revamped its website at the end of 2023 to make it more user-friendly and attractive and hopes to update it regularly with exciting new content.

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A GUIDE TO DECLUTTERING YOUR PHONE

Our smartphones have become integral to our daily lives, serving as a hub for communication, entertainment, and productivity.

However, over time, our phones can become cluttered with unnecessary apps, notifications, and digital debris, hindering productivity, speed, and distraction-free time.

Decluttering your phone is a liberating process that allows you to regain control, increase efficiency, and create a more enjoyable digital environment.

The below article will explore practical steps to help you declutter your phone and optimise your digital life.

1. Assess Your Apps:

Begin by evaluating the apps on your phone. Identify and uninstall applications you no longer use or that serve a purpose.

Sort through your app library, removing duplicates and organising apps into folders based on categories. For example, all Social Media apps go in one folder and all Finance ones in another.

Consider keeping only essential apps on your home screen to reduce visual clutter and improve accessibility.

2. Tackle Notifications:

Notifications can be significant distractions, constantly pulling our attention away from the present moment. It takes, on average, twenty minutes to get back into your deep work if you only let yourself be distracted for a few minutes.

Take control by reviewing and customising your notification settings and disabling notifications for non-essential apps or limiting them to important ones only. This way, you can minimise interruptions and regain focus. In WhatsApp, for example, I only allow notifications for individual messages. I have turned off all group chat notifications.

3. Clear Out Digital Clutter:

Delete unnecessary files, photos, and documents that occupy your phone's storage. I do this once a week with my pictures and downloaded documents. Who needs to keep the restaurant's menu from Thursday's dinner? Or multiple identical selfies of you and your mate on a bus.

Transfer essential files to cloud storage and free up memory on your phone.

4. Streamline Your Contacts:

Review your contact list and delete outdated or duplicate contacts. Merge contacts where appropriate.

Consider using tags or groups to categorise contacts for easier access and management.

5. Optimise Settings :

Take some time to explore the settings on your phone and customise them to suit your preferences.

Adjust display settings like brightness and wallpaper to create a visually pleasing and personalised experience.

6. Establish Digital Boundaries:

Set boundaries for your phone usage to prevent digital overwhelm. Consider implementing screen-free zones or designated times when you disconnect from your device.

Utilise features like Do Not Disturb mode or app time limits to help you maintain a healthy balance between your digital and offline life.

Decluttering your phone is an empowering process that allows you to create a more organised and efficient digital experience.

You can reclaim control over your device and enhance your overall productivity and well-being by reassessing your apps, managing notifications, clearing digital clutter, optimising settings, and establishing boundaries.

Embrace the simplicity and clarity that comes with a decluttered phone, and unlock the true potential of your digital life.

