

# From Chaos to Calm

By Luci Chalian

The alarm clock rings, we may or may not hit the snooze button, and our feet slowly swing around the side of the bed to hit the floor running. Our lives are in continuous chaos and we struggle to perfect the art of juggling the car pools, practice/school schedules and the plethora of other activities that children or other members of our immediate circle are involved in.

As Forest Gump put it so eloquently, "Life is like a box of chocolates and you never know what you are going to get". The ongoing question is how do we manage that chaos. The infamous "To Do List" and a day planner (or blackberry, or other electronic device of choice) are the key to keeping one's world less chaotic. A little organization will go a long way.

The rule of thumb is to keep your planner device in a consistent location at all times. Whenever an appointment is booked or a play date is scheduled, it should immediately go on your planner, even if it takes five minutes to locate. Do not write it on another piece of paper and say that you will record later. Again, more time is lost in the long run if you use this approach. This is the first step to minimizing your chaos. This planner should be on or near your person whenever you leave the house for the same reasons mentioned above.

Incorporated in to your planner should be your "To Do List". This list should be broken down in to three categories according to my rule of thumb:

- Calls - List of phone calls that need to be made.
- Errands - This would include any task that involves you getting in to your car to be completed.
- Larger Projects - Things that involve a little research, perhaps multiple stages or more time than your average phone call. e.g. Organizing a trip or party, internet research...

As your day winds down, you should check-in with yourself to see what tasks were accomplished and what remains to be done. Everyone needs to establish a system to do this. A list can be used for the entire week with additional tasks added as the week progresses or it can be maintained daily. Whatever system you choose to adopt, the key is to review the list on an on-going basis. The benefit of a successfully maintained "To Do List" is the sense of achievement that is received from the visual of tasks that are completed. This is absent when you keep an infinite list in your mind unable to check off or delete tasks as they are completed. As you glance at your list at the end of every day, you will anticipate your agenda for the following day before your feet hit the ground. This knowledge and organization creates calm out of what may potentially feel like chaos.

## About The Author



### Luci Chalian, Founder, Luna's Concierge

Luci Chalian, the founder of Luna's Concierge, has honed her talents while juggling a professional career and a hectic lifestyle. She has found that busy individuals benefit from systems that allow them to manage their personal and professional lives so they have more time to enjoy family and friends. A little organization is the key to success. She forms partnerships with her clients that allow her to understand them on a personal level. This relationship in turn enables her to provide assistance to "Simplify their Lives".

Luci is a 1988 graduate of Indiana University. She still calls Indiana home but resides on the South Shore. You can reach her at 617-719-3990 or email at [luci@lunasconcierge.com](mailto:luci@lunasconcierge.com).

