

## Common Characteristics of Chronically Disorganized Individuals

- 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 concentration
- Often has weak time management skills

### 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 household for school or work due to misplaced items or distractions
- Difficulty completing household tasks such as laundry, housecleaning, yard work
- Multiple projects begun but not finished
- Inability to find things
- May have rented additional storage space for excess possessions

### Workplace

- 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 CD, first and foremost, *be patient!* CD did not happen overnight. It takes time to learn new skills and strategies to cope with being CD. CD individuals 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. ICD has several publications that can be ordered from our website at [www.challengingdisorganization.org](http://www.challengingdisorganization.org).