



## COLORADO LAWYER ASSISTANCE PROGRAM

### Tips for Spring Cleaning in the Fall

*“He who every morning plans the transactions of that day and follows that plan, carries a thread that will guide him through the labyrinth of the most busy life.” ~ Victor Hugo*

While the spring is the traditional time for cleaning, the fall is the time to take stock and prioritize our to-do lists for the long winter months. As the summer winds down, take time to reflect on the past few months so you can begin to look forward. Fall is a season of harvesting, so it's time to see how our metaphoric “crop” is doing. As students go back to school and the traditional vacation months are over, begin to plan for this harvest season. What do you need to do to get “your ducks in a row” to prepare for the winter? Consider doing the following to take care of your home, office, and most importantly, yourself:

1. Take your car in for a tune-up, oil change, and get the tires rotated.
2. Make an appointment to see your doctor and dentist.
3. Pick at least two rooms in your home to deep clean every weekend until the house is sparkling.
4. One morning or afternoon, block off your calendar so you can clean up your office.
5. One morning or afternoon, block off your calendar to clear out and organize your e-mails.
6. Schedule time for a financial review. What, if anything, needs attention?

Sometimes preparation and organization can be overwhelming; we may not even recognize that we are overwhelmed or that we need assistance. Sometimes when the important tasks of our life (such as home cleaning, car care, or our own self-care) are not getting our full attention, it is because of other emotional issues that need to be addressed such as stress, anxiety, or depression. The best way to take care of your “future self” is to prepare your environment and your calendar now. If you are feeling overwhelmed, reach out and ask for assistance or request a day off that be dedicated to organizing your life for the next few months. Think of it like an investment that will pay off in time saved (and less stress) down the road!

*By Sarah Myers, JD, LMFT, LAC  
Clinical Director, Colorado Lawyer Assistance Program  
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