

Life etc
the juggle



GET IT DONE

Caroline Brunne

The founder of lifestyle management group Organise.Curate.Design. (IG: [@organise.curate.design](https://www.instagram.com/organise.curate.design)) and the super assistant we all need in our lives, Caroline's job is to help her clients get things done. Having experienced the burn out and heavy mental load that can come with an endless to-do list, she's all about supporting others in clearing through the clutter and restoring some balance.

Think Differently

📌 **01**
'Balance' is Fluid

"Work-life balance is a bit of a myth – I don't know many people who master a sense of balance all the time. There are days you'll nail deadlines, manage self-care and spend time with loved ones in the evening. There are days you might eat a doughnut for breakfast, feel like you're failing at your job and cancel plans because of work. It's a flow. Some days are good, some are bad. Be kind to yourself; tomorrow is a new day."

📌 **02**
Tune Into Your Stress Signals

"When I'm stressed or overwhelmed, my shoulders get tight, my eyes get sore and my lower back starts to ache. These are usually signs I've been at my desk for too long. When I notice my body sending me these signals, I try to take a break and get some fresh air. I also stay up-to-date with any medical appointments and see my osteopath if I need her to help align my shoulders or back."

📌 **03**
Know It's OK to Lean Back

"Ask for help – you don't need to do everything on your own. And, be open to the fact that people do things differently to you: 2 + 8 equals 10 but so does 5 + 5. If someone is helping you and the results are the same, don't micromanage the process – just be grateful that you were open enough to ask for help and they've supported you to get the job done."

YOU'LL FIND ME LISTENING TO...

"The *How I Built This* podcast for stories of how successful people launched their businesses. There's always so much to learn about their grit, determination and the tools they've used to get where they are today."

MY TIME-SAVING HERO IS...

"The Asana platform (asana.com) for managing my to-do list. I also love using the Eisenhower Matrix (see grid, below) – every task is assessed on its importance and urgency, then scheduled or delegated accordingly."

IF I COULD MANIFEST ONE THING, IT WOULD BE...

"More of a passive income, as my work is very hands on. I'm working on some ideas – maybe a product or online course – so I can focus [more] time on other passion projects and volunteering with the not-for-profit organisations I work with."

MY BETWEEN-MEETINGS UPLIFTER

"I'll stretch; go outside; or sneak in a cuddle with my dogs!" *wh*



CAROLINE BRUNNE
...is a professional organiser, to-do list wrangler, time management expert and an advocate for chasing your goals