



Get Your Sh*t Together

How to Stop Worrying About What You Should Do So You Can Finish What You Need to Do and Start Doing What You Want to Do

by Sarah Knight | 2016 | 304 pages

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Key Takeaways

About Mental Decluttering

Getting your shit together is organizing what you have left (in the form of time, energy, and money) and deploying those resources wisely—not only on things you need to do, but on those extra bonus-level things you want to do and just can't seem to afford or get around to.

Beyond physical clutter. GYST isn't about organizing your sock drawer; it's about tidying up your mental space. It's about discarding obligations and anxieties that drain your energy, making room for what truly matters. This process involves identifying what annoys you, what you want to eliminate, and what you want to make space for.

Mental decluttering is solo. Unlike physical clutter, which can be influenced by others, mental clutter is entirely within your control. You have complete dominion over your thoughts and priorities. This means you can choose what to focus on and what to let go of, without needing anyone else's permission or cooperation.

GYST is a mindset. It's not just about being organized; it's about being intentional. It's about making conscious choices about how you spend your time, energy, and money, aligning your actions with your values and goals. It's about taking control of your life, not just reacting to it.

The GYST Trifecta

Getting it together takes three steps. 1. Strategize: Set a goal and make a plan to achieve that goal in a series of small, manageable chunks. 2. Focus: Set aside time to complete each chunk. 3. Commit: Do what you need to do to check off your chunks.

The GYST framework. These three elements are the foundation of getting your shit together. Strategy is about planning, focus is about execution, and commitment is about follow-through. They work together to transform goals into reality.

Keys, phone, wallet analogy. The author uses the analogy of keys (strategy), phone (focus), and wallet (commitment) to illustrate these concepts. Just as you need these items to navigate the physical world, you need strategy, focus, and commitment to navigate your life.

- **Strategy** is like your keys, unlocking the path to your goals.
- **Focus** is like your phone, helping you stay on track and manage your time.
- **Commitment** is like your wallet, representing the resources you invest in your goals.

Small, manageable chunks. The key to success is breaking down large goals into smaller, more manageable steps. This makes the overall task less

3. Prioritize Ruthlessly, Procrastinate Responsibly

You can use it to postpone actions that are low-priority in order to turn your overwhelming to-do list into a manageable must-do list. Responsible procrastination, FTW.

To-do vs. must-do lists. A to-do list is a catchall for everything you need to do, while a must-do list is a prioritized list of what absolutely needs to get done today. The key is to ruthlessly prioritize and move only the most urgent items to the must-do list.

Procrastination as a tool. Instead of viewing procrastination as an enemy, use it strategically. Postpone low-priority tasks to focus on what truly matters. This is responsible procrastination, where you're consciously choosing what not to do.

The Procrastination Journal. Keep a record of all the things you do to avoid doing what you should be doing. This helps you identify your procrastination patterns and make better choices. It's like a food journal, but for your time.

4. Time Management: It's About

Time management is a process of organizing and planning how to spend time and effort to accomplish specific goals.

The secret to time management isn't speeding up or slowing down. It's about strategy and focus.

Time is finite. There are only 24 hours in a day, and you need to use them wisely. Time management isn't about doing more; it's about doing the right things at the right time. It's about understanding how long things take and planning accordingly.

Time yourself. Track how long it takes you to complete daily tasks. This helps you understand your time usage and make more realistic schedules. It's like timing yourself in a race to know how fast you can run.

Calendars are essential. Use a calendar to schedule your tasks and appointments. This helps you visualize your time and avoid overbooking yourself. It's like having a map for your day, guiding you to your destination.

5. Master Your Inbox, Don't Let It Master You

It's not the size of the inbox, it's how you use it.

Email is a time suck. Email can be a major source of distraction and overwhelm. The key is to manage your inbox effectively, not let it manage

Reduce sending habits. Cut down on unnecessary emails. Avoid sending multiple emails when one will do. Pick up the phone or walk over to someone's desk instead of sending a long email chain. It's about being efficient, not just busy.

The Purge. Regularly clear out your inbox by deleting, filing, or responding to messages. This helps you stay on top of your email and avoid feeling overwhelmed. It's like cleaning out your closet, making room for what's important.

6. Impulse Control: You're the Wizard, Not the Puppet

The Wizard of Impulse Control is nothing but a fraud in a silly waistcoat. You're in charge here, and you tell him what to do, not the other way around.

Impulses are internal. Unlike distractions, which come from the outside, impulses come from within. You have the power to control them. It's about recognizing your triggers and making conscious choices.

The Sober Decision. Make decisions about your behavior before you're in a situation where your impulses might take over. This helps you avoid making bad choices in the heat of the moment. It's like setting a budget before you go shopping.

with your goals. It's about being the driver of your life, not a passenger.

7. Money Management: It's About Control, Not Just Saving

You need to manage your money, not the other way around.

Money is a tool. Money is a resource that you can use to achieve your goals. It's not something to be feared or controlled by. It's about taking charge of your finances, not letting them control you.

Small amounts add up. Even small amounts of money saved consistently can make a big difference over time. It's like a snowball rolling down a hill, growing larger and larger as it goes.

Track your spending. Keep track of where your money is going. This helps you identify areas where you can cut back and save more. It's like keeping a food journal to track your diet.

8. Relationships: Maintain, Improve, or Dissolve

Be intentional. Relationships require effort. You need to be intentional about how you spend your time and energy with the people who matter to you. It's about being present, not just present in body.

Maintenance is key. Just like a car needs regular maintenance, relationships need regular attention. This can be as simple as a quick phone call or a thoughtful text message. It's about staying connected, not just drifting apart.

Dissolving is okay. Not all relationships are meant to last. If a relationship is toxic or no longer serving you, it's okay to let it go. It's about prioritizing your well-being, not just clinging to the past.

9. Work: Confidence, Delegation, and Boundaries

Getting your shit together does not mean packing your calendar to the brim just for the sake of packing your calendar to the brim.

Project confidence. Even if you don't feel confident, act like you do. This can help you gain the trust and respect of your boss and clients. It's about faking it until you make it, but with a purpose.

Delegate effectively. Don't try to do everything yourself. Learn to delegate

Set boundaries. Protect your time off and avoid overworking yourself. It's okay to say no to extra work and to disconnect from your job when you're on vacation. It's about prioritizing your well-being, not just your career.

10. Health & Home: Small Steps, Big Impact

You can't let your abject hatred of the US Postal Service stop you from having your shit together.

Small changes, big results. You don't have to make drastic changes to improve your health and home. Small, consistent actions can make a big difference over time. It's about progress, not perfection.

Prioritize sleep. Getting enough sleep is essential for your physical and mental health. Protect your sleep like a mother lion protects her cubs. It's about making sleep a priority, not an afterthought.

Maintain your space. Keeping your home clean and organized doesn't have to be a chore. Break it down into small, manageable tasks and make it part of your routine. It's about consistency, not just a one-time purge.

11. Mental Health: Face Your Fears, Not

The only thing we have to fear is fear itself.

Avoidance is a trap. Avoiding difficult conversations or tasks only makes them worse. Face your fears head-on and take action. It's about being proactive, not reactive.

Failure is not fatal. Failure is a part of life. Don't let the fear of failure paralyze you. Learn from your mistakes and keep moving forward. It's about resilience, not perfection.

Practice self-compassion. Be kind to yourself. You're not perfect, and that's okay. Focus on progress, not perfection. It's about self-acceptance, not self-criticism.

12. Selfishness: It's Okay to Want What You Want

Selfish is not a four-letter word.

Prioritize your well-being. It's okay to be selfish in pursuit of your own happiness and well-being. When you're happy and fulfilled, you're better able to give to others. It's about self-care, not self-indulgence.

You deserve happiness. You have a right to be happy. Don't let anyone tell you otherwise. It's about living your best life, not someone else's.

Last updated: January 29, 2025

Review Summary

 3.58 out of 5

Average of 19k+ ratings from Goodreads and Amazon.

Get Your Sh*t Together received mixed reviews. Some readers found it helpful and humorous, praising Knight's irreverent style and practical advice on goal-setting and prioritization. Others criticized it as repetitive, lacking substance, and overly focused on the author's personal experiences. Positive reviews highlighted the book's straightforward approach to tackling life's challenges, while negative reviews found the content obvious and padded. The use of profanity was polarizing, with some enjoying the casual tone and others finding it unnecessary. Overall, the book's reception varied widely based on readers' expectations and preferences.

About the Author

Coach Knight is a bestselling author known for her UNX F*ckin' Guide

profanity into her writing. Knight's background includes working in corporate publishing before transitioning to writing full-time. She famously quit her job and moved to the Caribbean, a decision she often references in her work. Knight's books focus on helping readers prioritize their lives, reduce stress, and achieve personal goals. Her writing style is characterized by its irreverent tone, practical advice, and relatable anecdotes. Knight's success has led to multiple bestselling books and a dedicated following among readers seeking alternative self-help literature.

Other books by *Sarah Knight*

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How to Not Give A F*ck at Christmas
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A No F*cks Given Guide to Surviving the...

 3.7

