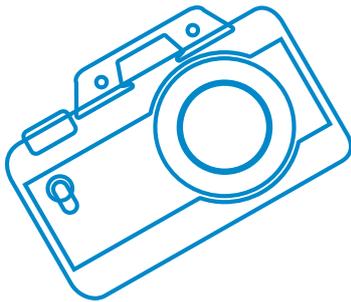


ORGANIZE TO OPTIMIZE

Part 1 Implementation Exercise

Let's Put These Organizational Tips Into Action!

Congrats on finishing the first segment of the Organize to Optimize mini course. Now that you know the strategies, let's start with a space-specific project that gets one area of your home or office into shape.



Before You Start!

Snap a few before pictures and share your before and after results with us at info@itssimplyplaced.com. We'll celebrate this achievement with you and send you a few virtual high fives!

Now, pick out the space in desperate need of a refresh!



THE PLAN OF ATTACK



1. PICK YOUR SPACE

Identify the space you will organize and how it will be used moving forward, make this as clear as possible.



2. SCHEDULE THE BIG EVENT

Make a commitment to yourself and the organization of this space by blocking off time for the project on your calendar.



3. ASSESS THE SITUATION

Ask yourself, what's working and not working about the space and stuff within it as it is now? **Take notes on the last page of this workbook.**



4. STRATEGIZE YOUR NEXT STEPS

Visualize and describe how you want the space to look and function. (Once again, put that notepage to good use!)



5. ASSEMBLE SUPPLIES

Use the checklist on the next page to make sure you're prepped and ready for action.



6. ATTACK!

Apply the SPACE process to the area and the stuff in it. Refer back to the Part 1 video as needed and take breaks if you start to feel overwhelmed. Don't forget to snap an "after" photo and share it with us. Keeping the after photo in your space will also act as a reminder of how things look when freshly organized.

Find a page for note taking at the back of this workbook!



ASSEMBLE YOUR SUPPLIES

Start by assembling all the materials you will need at the ready during this organizational project. Having everything ahead of time will make the task feel easier to tackle.

"Keep", "Toss", "Donate", "Goes Elsewhere" signs

Trash bags

Recycle bags

Cleaning wipes (The best time to clean a surface is when it is empty!)

Water bottle to stay hydrated

Timer

Task list to collect follow up items
