

Calm the Overwhelm & Escape The Clutter!

The Audio Class

Week 2: Creating Systems

Notes & Worksheet



Presented by:
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Coach & Professional Organizer

About the Instructor:

Carrie Greene, Coach and Professional Organizer, works with her clients on goal setting, time management, prioritizing, getting organized, breaking up large projects into small manageable steps, procrastination, motivation and self care.

Some of the services Carrie offers are:

- Free teleclasses
- Paid Teleclasses
- Free Articles
- In Person workshops
- Individual & Group Coaching
- Free Ecourses
- Downloadable Audio Courses
- Free Newsletters

...that help people like you carry through on the steps it takes to reach their goals.

You can reach Carrie by email at Carrie@CarrieThru.com or through her website www.CarrieThru.com.

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Week 2: Creating Systems

Notes

Step 1: Sort through your things.

Step 2: Creating the system: Putting things away so that you can be confident that you will be able to find them again.

Defining your vision:

- What do you want to do there?
- What does it to look like?
- What tools do you need there in order to do what you want to do?

Understanding systems that work:

- The easier the better – don't over engineer it
- It only has to work "good enough" to make your life easier.
- What systems do you currently use? What works for you today? Build on that.
- Know yourself – the systems you're creating only need to work for **you!**

After sorting through letting go of some of your things, what do you have left?

- What types/categories of things?
- Do they all belong in together?
- Do these things belong in your vision of the space? Do they need to leave that space?
- Create broad or general categories of what is left.

Organizing techniques:

- Where you will use it (what is your vision of the space)
- How often will you or want to realistically use it?
- Things you use often or want to use more often should be kept more conveniently.
- Keep things you want to use visible by labeling their home or highlight with color.
- Labels help you find things that have been put away and you put things away things that are out.
- Labels and clear plastic bins goes a long way to alleviating the fear of "out of sight out of mind"
 - o Label filing cabinets with the names of the files in it.
 - o Label bins on shelves with the contents of the bin
 - o Label shelves/drawers in your refrigerator or closet

Organizing Products:

- What do you have to put away? -- Generally you want to store like products together.
- How much stuff is it? How much space does it take up?
- Where do you want to put it?
- Before going shopping set a budget. Decide how much time you'll spend looking for products.
- Simple is usually better. A piece of masking tape & a Sharpie works for labels & clear plastic bins from Staples, Target or other store will work for most storage needs.
- Filing Options – There is NO right or wrong!
 - o You can add color to make it look more interesting or to help you identify categories.
 - o Use several accordion folders, one for each category.

Coming Up: Week 3 -- Maintenance

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Week 2: Creating Systems
Worksheet

Your Vision for the Space:

What do you want to use this space for?

How do you want this space to function?

What do you need in this space to make it function?

What do you want this space to look like?

What types of things do you want in this space & how often do you want/need to access it?

i.e.: reference books, currently use once every 2 weeks but want to use daily -- high need for accessibility.

Reference books, only need them once every 2-weeks – low need for accessibility

Types of things/Frequency of use	Need for accessibility

How are you going to store these things?

How big are the items?

How much storage space do you have?

What storage equipment do you already have?

Are there additional supplies you need?

When?

Keep to your commitment of a regular time to continue sorting through your things and putting them away for 15-minutes each day for the next week.

Coming Up: Week 3 -- Maintenance

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