

ORGANIZATION *ordered*

The definition of organization:

Organization refers to the process of arranging and structuring objects, information, or systems in a logical and orderly manner for the purpose of efficiency, clarity, and ease of use. It involves creating a system or structure that enables easy access, retrieval, and use of resources, whether physical, digital, or conceptual. Being organized can help individuals and organizations save time, increase productivity, reduce stress, and improve overall efficiency.

Qualities of an organizer:

- Attention to detail
- Strong communication
- Time Management
- Flexibility
- Problem Solving
- Creativity
- Patience
- Leadership

Organizational Supports and Resources:



Workspace

Time: Google
Calendar



Finance



Home



Digital Files

Health



Biceps after Babies



Relationships

Personal Organizational Goal


Blank space for writing a personal organizational goal.

DECLUTTER *ordered*

Steps to Declutter:

1. Start small: Begin by decluttering a small area, such as a drawer or a shelf. This will give you a sense of accomplishment and motivate you to continue.
2. Sort your belongings: Sort your belongings into categories such as keep, donate, or discard. This will help you decide what to keep and what to get rid of.
3. Ask yourself questions: Ask yourself if you have used the item in the past year, if it brings you joy, or if it serves a practical purpose. If the answer is no, consider getting rid of it.
4. Create a system: Create a system for your belongings, such as using labeled containers or shelves. This will make it easier to find what you need and keep your space organized.
5. Donate or discard: Once you have sorted your belongings, donate or discard the items that you no longer need. This will help you create more space and reduce clutter.
6. Maintain your space: To prevent clutter from building up again, make it a habit to declutter regularly. Set aside time each month to go through your belongings and get rid of anything you no longer need.

Personal Declutter Goal

Workspace 
Time 
Relationships  
Home  Health
Digital Files 
Finance 

Resources

[Free Printable](#)

[Tidy Revival](#)

[Refined](#)

[Rooms](#)

[Be more with Less](#)

[Organizing Moms](#)

SYSTEMS *ordered*



Workspace

- Paperwork
- Schedule
- Supplies
- Files



Time

- Schedule
- To Do list
- Prioritizing



Relationships

- Making Plans
- How to contact
- Cleaning Rooms



Home

- Decluttering
- Donations
- Paperwork
- Routines



Health

- Meals
- Workouts
- Doctor
- Appointments



Digital Files

- Folders
- Pictures
- Documents




Finance

- Budgeting
- Debt Reduction
- Saving
- Evaluating Plans




Notes



















PM ROUTINE



The day starts with the night before. List the things that need to be done to make tomorrow a great day. Then make connections. Evaluate what is working and what needs adjustment at the end of the week.



| TO DO | M | T | W | T | F | S | S |
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Evaluation of week



AM ROUTINE

How you begin your day will determine how you will feel and do the rest of the day. What wins do you want to get first thing each morning? Evaluate what is working and what needs adjusting.

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Evaluation of week



MASTERPIECE DAY

What are the target items that you need to do each day to make the day go in the direction of your ultimate goals. Prioritize that item first and then list the rest.

| TO DO | M | T | W | T | F | S | S |
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Evaluation of week