



Solving The Organizing Puzzle

What is making you the craziest? How often do you JUMP out of bed feeling panicked and on red alert? Why? What would your life be like if you were organized? Just like other goals in your life, coaches and advisors tell us to write them down, be specific, and make them measurable. This worksheet will aid you to do that for your organizing goals.

The Vision

Describe your goal(s). Examples: I want to be able to eat at my dining table. I want to park my car in the garage. I want more family time. I want to stop fumbling to find my contact info. I want to turn my emails into action steps. To create a clear picture, some basic questions to ask yourself.

Why do you want (or need) to organize this space/time/info right now?

How will it be used?

Who will be using it?

How will these changes make you feel once you've completed your goal(s)?

The Plan

Though you may not have all the details, make the plan anyway. The plan may shift as you go along. What are you willing to invest in this project (money, time)?

Is there a deadline to finish project? (friends/holidays coming, need to change into guest room) If not, set a tentative due date (30-60-90 days).

What is your budget for supplies, furniture, equipment, professional services?

When can you spend time working on project?

How much time will you dedicate to transforming this space? (smaller bites - 2 hrs here/there)

Copyright © 2020. **All Rights Reserved.** REPRINT PERMISSION granted when the following credit appears in full: Reprinted with permission from Island Organizers - Donna D. McMilan and Karen L. Simon



Solving The Organizing Puzzle

Who can you recruit or hire to help?

Working The Plan

Like any goal, there may be sacrifices. Example: To have more space, you may have to let go of some things.

What are you comfortable with changing immediately?

What can you let go of easily?

What are you doing now and willing to give up to make time for your organizing goal(s)?

What will you do when you are stuck making a decision?

What kinds of things will keep you motivated? Do you remember why you bought the book?



Bright Idea:

Track your Organizing Path To Success! Review your project weekly and monthly. What have you accomplished? Journal or write down what you did toward the goal: bought supplies, downsized the shoes in closet, donations got delivered, discarded stained/torn clothing, etc. It'll keep you moving forward and give you reasons to celebrate! Happy Organizing!!



Copyright © 2020. **All Rights Reserved.** REPRINT PERMISSION granted when the following credit appears in full: Reprinted with permission from Island Organizers - Donna D. McMilan and Karen L. Simon