

Rule #3:

TAKE BABY STEPS:

Slow and Steady for the Win

Steps for Creating a Home Organization Master List:

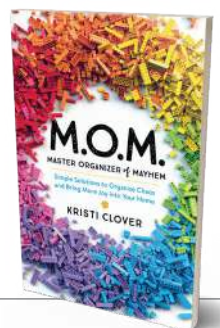
- Print a separate “Master M.O.M. List” for each room and area that you want to organize. Don’t forget hallways, closets, and entry ways.
- Walk through each room slowly and write out what needs to get done or problem areas you see.
- Take time to strategize possible solutions and add them to the box on the right hand side of the printable on the next page.
- Categorize your list down the left hand side using the ABC method below. First determine which room needs your attention first (ABC), then categorize that room’s master list (ABC).

A = Absolutely needs to get done soon

B = Better get done soon

C = Can wait to be done later

- Pick one task or project to start working on. If the project is going to take multiple steps, then print an extra “Master M.O.M. List” and break down that project into smaller (baby) steps.



Rule #4:

DO YOUR “WORST THING” FIRST!:

Attacking the Projects We Tend to Put Off

What Is Your “Worst Thing”?

Take a look at your master list and pick one “worst thing” from the tasks that you circled that you’d like to finally get off your to-do list (as described in the book). Write those items down in the area provided on the “Master M.O.M. List.”

Create your battle plan for conquering your “worst thing.”

- Pick your worst “Worst Thing” to conquer. What is it? _____
- Schedule a time for tackling this project. When will you do it? _____
- Work backward. What will that project look like done?

- Create a list of supplies you will need:

- Break down your project into bite-size tasks. What are the specific action steps for your task?

- Eliminate distractions. What distractions do you foresee?

*** Get it done! You’ve got this!**

