

## Presentation Units

### Action Papers

You will learn:

- How to handle your mail
- How to manage your to-do's
- How to eliminate stacks of papers from your life

### Children & Organizing

You will learn:

- How to teach children organizing skills
- How to get children to contribute to the organizing process
- How to create activity zones

### Clutter Control

You will learn:

- How to sort clutter from important stuff
- How to plan and get through a big decluttering project
- How to stop clutter from coming back

### Conquer Paper Piles

You will learn:

- How to sort 'papers without losing your mind or losing your place'<sup>®</sup>
- How to take on huge paper sorting tasks
- What to keep for a little while or forever, what to toss or shred

### Home Based Business Paper Management

You will learn:

- Home based business paper management
- About keeping home and business papers separate
- How to get home stuff and business stuff done in the same areas

### Home Filing

You will learn:

- About how to set up your own custom file system
- How to choose the best fitting off-the-shelf filing system in lieu of a custom file system
- How to maintain a home filing system, how & what to archive, what to destroy and when

### Home Office Organizing

You will learn:

- How to set up a home office without compromising productivity, harmony or beauty
- How to make a home office family friendly
- How to have a home office in dual or multipurpose rooms or areas

### Household Paper Management

You will learn:

- About the 4 kinds of papers that come into your home and what to do about them
- How to deal with the actionable papers and the 'forget-me-not' papers
- How to get others in the household to 'get with the system' and keep papers under control

### Kitchen Organizing

You will learn:

- How to create a functional countertop
- How to get an organized pantry and save money and time
- How to create zones for convenience and storage

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## Meal Planning

You will learn:

- Effective space planning
- Kitchen shortcuts & efficiency planning
- How to effectively organize your goods and supplies
- How to cook less and shop less

## Personal Task Management

You will learn:

- About effective task management methods & tools
- How to set up and use a home tickler file or how to choose alternative task management tools
- How to set up a family control center and effective family control notebook

## Project Management

You will learn:

- How to plan an organizing project from front to back
- To use planning tools and planning forms from workshop
- How to stay on task and in control of any organizing project

## Recognizing Your Work style

You will learn:

- About basic work styles everyone uses to manage tasks
- How to recognize your strengths and weaknesses
- How to work with your strengths and around your weaknesses

## School Days

You will learn:

- How to set up homework centers, manage homework and projects
- How to handle all the papers that come home from school
- How to manage project & school supplies

## Stuff Management

You will learn:

- Organizing principles and how they apply to the organizing process
- Organizing practices and how they help maintain organization
- How to regroup and recover when you have an organizing set back

## Time Management

You will learn:

- How to develop a realistic sense of time and task management
- How to recognize time thieves
- How to pad your schedule for 'Murphy's Law'

## What About Papers?

You will learn:

- How to create homes for your homeless papers, articles, recipes, notes-to-self and others
- How to handle medical papers
- What to do with tax papers