



## Getting It Done 101

Enrolling for this class was your first “step to success” for moving forward with your organizing project. Here are some other helpful steps to take as you begin.

### Steps to Success

- 1 Be positive**
  - Use affirmative statements
  - Give yourself pats on the back for small accomplishments
  - Receive and believe encouragement and compliments from others
- 2 Know what you want**
  - Figure out your “why” – this provides motivation to keep going when it gets tough
  - Envision the end result – something to look forward to
  - Believe you can get there
- 3 Prepare for the project**
  - Procure the necessary supplies: bags, boxes, shredder, labeler
  - Set up your work area
  - Develop your criteria for keeping: Need it, Love it, Use it
- 4 Declutter**
  - Let it go and be free
  - Recycle, shred, give away
  - Be realistic and practical
- 5 Organize**
  - Group like items
  - Store/file in ways that makes sense to you
  - Make it fun and easy to maintain