

Session - Home Office: Books & Media

Start Date: _____

Category: Books & Media

Mindset: I am committed to the Organize by Method® process, I will do this one category at a time until finished.

Philosophy: Write here what your desired outcome is, and other designs you want to incorporate before you start

Essentials for getting started: Sticky notes, temporary storage boxes, dedicated room or folding table,

Here is what to expect when organizing the Book category:

We begin by gathering all books you own, off the shelves, on end tables, etc and putting them in one place. For the end destination, feel free to divide up your books into sub-categories throughout the house.

- General Fiction & Non-Fiction (books you read for pleasure)
- Practical (reference, cookbooks, educational, etc)
- Visual (photograph collections, art books, coffee table books, etc.)
- Magazines

Pro tip: Whatever you do, don't start reading them!

Notes: this is your area to use to make your notes for your desired outcome (order a new cabinet, new plant, pictures of your loved ones, candles.

Session - Home Office: Desk & Papers

Start Date: _____

Category: Desk & Papers

Purpose: To set up a 4 folder / inbox system for assigning and designating your desk and papers as they come into the house or your email inbox.

Mindset: I am committed to the Organize by Method® process, I will do this one category until finished.

Philosophy: Write here what your desired outcome is, and other designs you want to incorporate before you start

Here is what to expect to organize in this category:

Essentials for getting started: Sticky notes, temporary storage boxes, dedicated room or folding table, office supplies (file folders, desk organizers, drawer organizers)

How we begin: Create the following system

- Action needed file – items needing a signature, discussion with 2nd or 3rd party person
- File only - ready to go into permanent or long term filing systems (taxes, insurance, medical records..)
- Read only - this can be kept on top of your physical desk if it's in print form - then straight to recycle.
- Recycle / Trash or Shred

Filing Folders or Secure Box or Drawer for Paper & Valuables

- Passports, credit cards, etc.
- Insurance Policies
- Stationery, writing materials, etc.
- Business certifications

Notes: i.e. order a new filing system or cabinet, label maker, manilla internal folder, hanging folders, desktop organizing system, wires organizers, new plant, pictures of your loved ones, candle)