

ARE YOU ORGANIZED ENOUGH?

Circle YES or NO [results on back]

- Y N You have simple routines in place to accomplish daily tasks efficiently
- Y N You can find what you need in a timely manner
- Y N You are able to use each space/room as intended [table to eat, desk to work, counter to cook, laundry is put away]
- Y N You can verbalize what you treasure and your home reflects those priorities
- Y N After a busy week, you can get your home back in order with light effort
- Y N You know where items belong and items fit in their intended home
- Y N Walking into your house doesn't cause your stress level to rise
- Y N You feel you have time to do what is most important to you [ie exercising, kids, hobbies, church, etc]
- Y N Your important paperwork is filed and labeled for reference
- Y N You can get places on time and feel prepared
- Y N Your kids' keepsakes & photos are in one place
- Y N You experience JOY in your home



free to do more life

3 or less No's

You are an example to others! Keep it up!

TIPS:

- Identify one area in your home or calendar where you don't feel like you have functional flow and come up with one solution to improve.
- Mark your calendar to annually purge your closets and files.
- Remember to take time to invest in yourself.

4-6 No's

You're doing great, and there is room for some improvement. You already have the skills to be organized and a little intentionality will make a big difference in your daily life.

TIPS:

- Remember that each item in your home needs a place to live. Scan each room and find a home for each item.
- Create a flow for paperwork so it keeps moving towards its destination>trash, mailbox, or file.
- Take one question that you answered 'No', and ask yourself how to turn it into a 'Yes'.
- Remember to take time to invest in yourself.

7 or more No's

Life gives us a lot to juggle, doesn't it? You can add order and function to your life one step at a time with some self-discipline & direction. You can do it!

TIPS:

- Start with ONE drawer or cabinet at a time. Keep what you use, remove items that don't belong, and donate/trash the rest. Use containers that fit the space to keep items in place.
- Store items where you use them.
- Take time to schedule/plan your week ahead of time. Add margins of time between activities.
- Set the timer and work in 20 minute focused time frames. Put these on your calendar.
- Remember to take time to invest in yourself

Free resources, blog, and Facebook page
www.properplaceorganizing.com