



JENNIFER BARNES  
— ORGANIZING —  
Real Organizing for Real People doing Real Life

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## Organizing 101: Organizing Anything Anywhere

1. About Organizing
2. Obstacles
3. Time
  - What time do you *think* you have?
  - What time do you *really* have?
  - Seeing time differently.
  - Set a timer.
4. What kind of organizer are you?
5. 5 Principles of Organizing - Bring ORDER to Anything Anywhere
  - O - One step at a time
  - R - Reduce Clutter (“Decluttering”)
  - D - Decide Categories (Condense like items)
  - E - Enclose in Containers (“Containment Principle”)
  - R - wRite Labels
6. Broad Yet Personal
  - What’s your struggle?
  - Where do you want to start?
  - Where do most people start?
7. Maintaining
  - Find Your Way
  - Schedule It!
  - Communicate
  - Rewards
8. Reminders

Product Recommendation Page (Categorized by Room)



Thank You!  
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**Organizing 101: Organizing Anything Anywhere - Worksheet**

**Top 10 Priorities In Life (not just in Organizing)**

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

**Time Diary:                      Date:**

Time	Activity	Time	Activity	Time	Activity

**Based on your priority list above, make an Organization Priority list.**

- 1.
- 2.
- 3.
- 4.
- 5.

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