Organizing Systems CHECKLIST

Steps to setting up your organizing systems

1. Identify

What areas in your home frustrate you the most? Where do you lose the most time? What causes the most stress?

Possible Systems

Family Communication Control Center
Paper Management: Mail
Bill Pay System
Current Projects
Errand Running/Shopping
Household Cleaning
Sports/Activities
Family Calendar
Daily/Weekly To-dos
Paper Management: Filing Systems
Paper Management: School Papers
Seasonal Purges
Laundry
Meal Planning
Seasonal Cleaning

2. Prioritize

Choose your top challenge and analyze what is currently working and what doesn't work. Why? List your roadblocks, what stops you from being organized? What stops the process from being successful?

3. End Vision

Take some time to think about what it would be like if your home ran exactly the way you wanted it to. What is your vision or ultimate goal? Talk with your family about your vision and goals. Involve your family in the goal setting process and get their input. What would they like to see changed?

4. Brainstorm Solutions

Discuss with your family about solutions. What are some daily habits and routines that could be in place to make the new system successful? What kinds of tasks do you like to do or prefer to do?

5. Delegate

Put these solutions into action. Decide who is going to be responsible for what. Establish timeframes and come to an agreement about time and commitment to the process. Set up a schedule.

6. Action

Work out your details and put the plan into action! Have a system in place for accountability—it could be a chart or a weekly meeting.

7. Evaluate

Take some time to evaluate the process. Is it working like you wanted it to? What are the loopholes that need to be filled? It's always a work in progress—don't settle for anything less than what you really want!

8. Repeat

Repeat each step for every new organizing system you put into place.

Priorities

1) _____

2) _____

3) _____

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