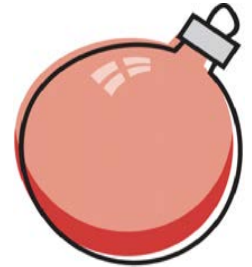


workshop syllabus

GET ORGANIZED FOR THE HOLIDAYS**Lesson 1: Clarifying Your Goals for the Season** *Tuesday, November 1, 2011*

The first lesson lays the foundation for your holiday celebrations. We'll create a holiday inspiration statement that will serve as your compass through the holiday season and remind you what's most important to you. You'll also put together a Holiday Planning Binder that will be your go-to resource as you move through the holiday season.

**Lesson 2: Create Your Plan** *Tuesday, November 8, 2011*

During Lesson 2, you'll learn a planning process that will help you decide which holiday activities to simplify, which to indulge in, and which to strike from your list altogether. In essence you'll craft a plan and prioritize your holiday to-do list, so each activity on your list has a home and a designated week in which to be accomplished. You'll also share professional organizer Aby Garvey's favorite tips for simplifying every aspect of the holiday season, such as entertaining, decorating, gift-giving, and sending cards.

Lesson 3: Execute Your Plan *Tuesday, November 15, 2011*

In Lesson 3, you'll learn strategies to implement your plan and stay energized throughout the holidays. You'll also get some simple ideas you can use to stay inspired and focused on your holiday inspiration all season long.

Mid-Workshop Week

During this lesson-free time you'll have access to the online forum to share ideas as you implement your holiday plans.

Lesson 4: Organizing the Holiday Clutter *Tuesday, November 29, 2011*

In Lesson 4, you'll start laying the foundation for the post-holiday clean up. You'll learn how to identify space for the new things that will come into your home as a result of the holidays, plus we'll discuss ways to celebrate and show gratitude during and after the holidays.

Lesson 5: Wrap Up the Holidays *Tuesday, December 6, 2011*

In Lesson 5, you'll learn how to reclaim your home after the holidays are over. Learn Aby's organizing and storage ideas for your holiday items. Plus, get simple ideas for making next year's holidays even more organized and joyful than this year.

Post Workshop Weeks

Our final weeks together are lesson-free to give you the opportunity to take action on the post holiday concepts on your own time schedule and as it fits in with your holiday plans.

Simplify 101 Departs Workshop

In celebration of the holidays, Aby's last day in the workshop will be Tuesday, December 20, 2011. The online community will remain open for workshop participants to chat with one another and to continue to share their holiday preparations and celebrations.

Workshop Closes *Tuesday, January 3, 2012*