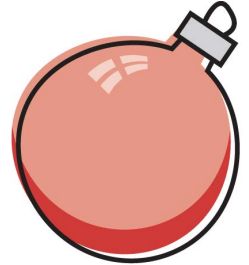


## workshop syllabus

**GET ORGANIZED FOR THE HOLIDAYS****Lesson 1: Clarifying Your Goals for the Season** *Thursday, November 1, 2012*

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** *Thursday, November 8, 2012*

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 find out 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: Implement Your Plan** *Thursday, November 15, 2012*

In Lesson 3, you'll get strategies to implement your plan and stay energized throughout the holidays. You'll also find out how to stay inspired and focused on holiday joy all season long.

**Lesson-free 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** *Thursday, November 29, 2012*

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** *Thursday, December 6, 2012*

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.

**IMPORTANT DATES!**

**Workshop End Date:** *Thursday, December 20, 2012* (This is the final day of instructor participation in this workshop.)

**Community Access Dates:** You will continue to have access to the online lesson materials, gallery, and online forum through *November 1, 2013*—one full year of access!