

## workshop syllabus

### ORGANIZE YOUR PAPER CLUTTER

#### Lesson 1: Laying the Foundation

Thursday, February 16, 2012

Lesson 1 will lay the foundation. You'll begin by understanding your current paper situation and create a compelling paper organizing goal statement. Next, you'll take steps to slow down the flow of paper into your home to ensure ongoing success in keeping paper clutter at bay.

#### Lesson 2: The Paper Organizing Process: Collect + Decide

Thursday, February 23, 2012

In Lesson 2, you'll learn a simple decision making process, allowing you to confidently categorize and process all of your paper—from the daily mail to your paper backlog. You'll also set up an area to sort your paper so you can begin managing the daily inflow and digging out of backlog.



#### Lesson 3: The Paper Organizing Process: Act + Store

Thursday, March 1, 2012



In Lesson 3, you'll learn about storage solutions available for storing and organizing paper. You'll learn how to choose the best solutions—those that will work for you and how you naturally do things. You'll also set up your collection and action systems, while continuing to tackle your daily paper and work your way through your paper backlog.

#### Lesson 4: Create Your Reference Systems

Thursday, March 8, 2012

In Lesson 4, the focus will be on reference paper—paper you want or need to refer to regularly. You'll learn how to set up a household reference binder and continue to tackle your paper backlog.



#### Lesson 5: Create Your Archive Systems

Thursday, March 15, 2012



In Lesson 5, the focus will shift to your archive paper—paper you want or need to hold onto for longer periods of time, but don't need to access regularly. You'll learn how to set up your archive systems and continue the process of sorting and organizing your paper backlog.

#### Lesson 6: Use + Maintain Your Systems

Thursday, March 22, 2012

In Lesson 6, we'll wrap up the workshop by discussing how to use, tweak, and maintain your systems going forward.

### IMPORTANT DATES!

**Workshop End Date:** Thursday, April 5, 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 **February 16, 2013**—one full year of access!

