

Organization Worksheet

Organization: "imposing a sense of order on my environment."

1. Determine where to start

What is one thing that could save time or frustration?

• _____

2. Set aside time

How often and how much time could I realistically afford for organizing?

•How often: _____

•How much: _____

•Start date: _____

3. Make a plan

Total projected time: _____ Reasonable deadline: _____

Materials needed:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Step 1.

Step 2.

Step 3.

Step 4.

4. Clear out the clutter

Items with no sentimental value, I don't like, can't use, or am unlikely to use in the next year:

COVEY'S TIME MANAGEMENT MATRIX

	Urgent	Not Urgent
Important	1	2
Not Important	3	4
