

I WannaWanna Organize my Life and Get “It” Together.

(Set dates to complete the following items)

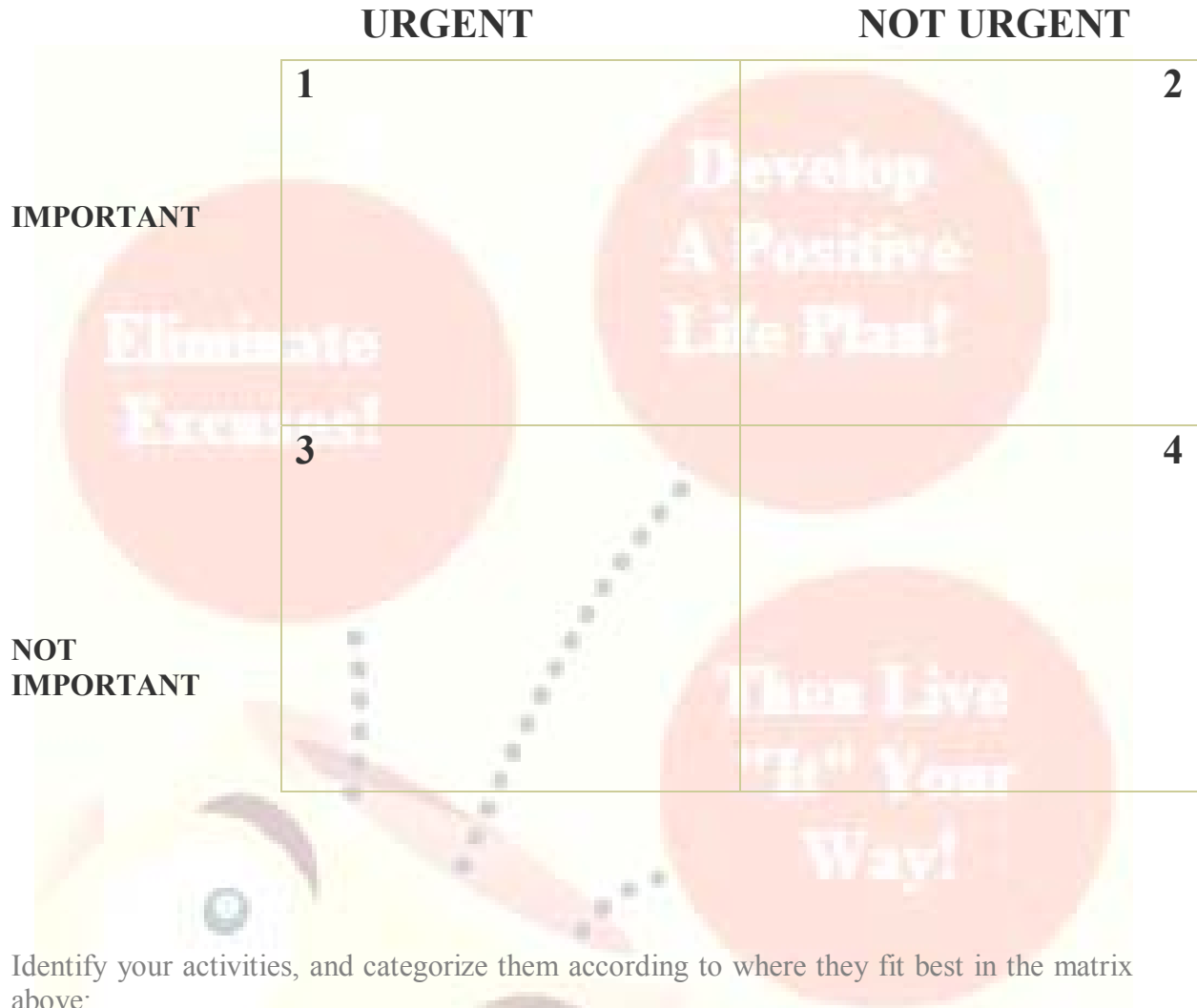
This is an important time to take stock, so that you can enjoy the fruits of your labors. Completing unfinished tasks frees up your energy and boosts productivity, so that you can bring things to fruition. Completion, attainment, and fulfillment give you the energy and sustenance for the next cycle.

Here is an effectiveness checklist to help you along. This list can take you months and is cyclical, however once you get into the habit you will be happy that you finally have gotten “It” together.

- Clean my house from top to bottom. Clear out clutter in drawers, cupboards, and the garage.
- Clean my office. Clear out clutter
- Throw or give away what I do not wear or use
- Get up to date on all communications and correspondence
- Get rid of or fix anything that does not work.
- Return what has been borrowed or resolve it
- Get back what has been lent or resolve it
- Balance check book
- Updated my finances
- Update and organize my personal records and files
- Get my body in shape and keep it that way
- Get my wardrobe in shape and keep it that way
- Get my health in shape and keep it that way.

Please remember this is a process – often to be repeated until we learn to clean up our lives on a regular basis by doing complete work in the moment.

Working in the Zone



Identify your activities, and categorize them according to where they fit best in the matrix above:

- Important and Urgent (Zone 1)
- Important but Not Urgent (Zone 2)
- Urgent but Not Important (Zone 3)
- Not Urgent and Not Important (Zone 4)

What percentage of each day is being spent in each zone? Accurate tracking is the first step in regaining control of how you use your time.

