

Join the Movement That's Changing Lives!



# 52 Organizing Missions

**Simplify, Organize and Declutter Your Life -  
in just 30 Minutes a Week**

Interactive Workbook

Part 2: Missions 14-26



**GetOrganizedWizard.com**  
The Step-by-Step System for Taking Charge of Your Life

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Live a More Organized Life:

Personal Life | Business Life | Home & Family Life

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## 52 Organizing Missions: How It Works

### Achievable and Motivating!

52 Organizing Missions is an exciting e-program that helps you get organized in easy, bite-sized chunks.

### It's Achievable

Here's how it works:

- You commit to completing just one **30-minute organizing mission** a week. Easy peasy!
- Choose **extended options** for more challenge, or **family options** to involve the whole clan.
- Missions include **decluttering, personal organization** and **goal-setting** across life areas.



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## It's Motivating

**52 Organizing Missions** uses **accountability motivation** to help you get better organized. Here's how:

- You're **publicly accountable** to complete each weekly mission.
- After joining **52 Organizing Missions** you **register your public commitment** by leaving a [comment on the blog](#).
- After completing each mission, you **check in** and update your progress – on the blog post, or the forum, or both.
- As well as the rewards of an **increasingly organized life**, we have **extra motivators** including [badges](#), **certificates** and **prizes**.
- Gain more from **52 Organizing Missions** by making it a family project, getting a buddy or starting an encouragement group.
- Submit your **before and after photos** to the [52 Organizing Missions 'Hall of Fame' Gallery](#) to motivate yourself – and others.

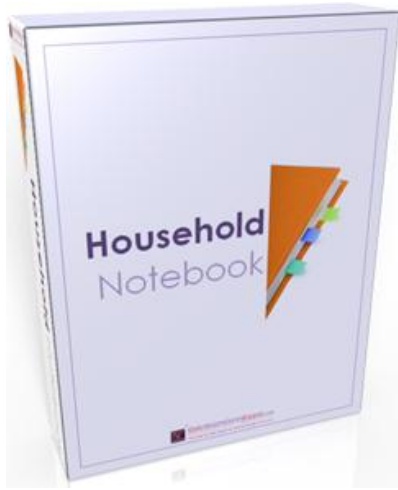


Remember – if you want to cross the motivation bridge you have to pay the commitment toll.

**Congratulations on joining us!**



## 14 | Organize Your Household Notebook



If your home is strewn with various lists, plans and contact info, then you're gonna love this mission!

We're about to create a '**Household Notebook**' – a place for all those pieces of paper, ideas, and information.

# Get Organized Mission #14: Organize Your Household Notebook

## Step 1: Assemble Your Materials

Here's what you'll need:

- 3-ring binder (sturdier than a two-ring binder)
- 3-ring hole punch
- 12 tabbed dividers
- Label maker (if you want to make labels for the dividers)
- Paper for writing or printing lists
- The **Emergency Contact List** you completed last week in [Get Organized Mission #13: Organize Your Emergency Contacts \[With Free Emergency Phone Contact List\]](#)

## Step 2: Collect Your \*Important\* Information

Collect the random bits of paper currently residing in your bag or briefcase, on your fridge, and under the take-out menus in your kitchen drawer.

Sort them into lists, contact info, resources, reminders, ideas, etc – but **only if worth keeping**. The rest can go into the recycle bin.

## Step 3: Choose Your Categories

Decide on the **categories** that apply to your life. **Write** them on the tabbed dividers or **make labels**.

## *Home & Family Household Notebook*

Here are the categories I suggest for a **Home & Family Household Notebook**.

- [Family & Time Management](#)
- [Household Chores](#)
- [Shopping, Spending & Saving](#)
- [Meals & Healthy Living](#)
- [House / Apartment / Garden](#)
- [Contacts](#)
- [Vacations & Activities](#)
- [Birthdays, Christmas & Gifts](#)
- [Entertaining & Parties](#)
- [Computer & Internet](#)
- [Moving](#)

If you follow the links you'll see titles of **suggested Home & Family worksheets/forms** that you might like to include in your Notebook.

If you're an [Ultimate To-Do List Pack | Personal Edition](#) Customer or a [Design Your Life](#) Member, you have more than 250 worksheets within these categories.

## *Personal Household Notebook*

Here are the categories I suggest for a **Personal Household Notebook**.

- [Personal Development](#)
- [Health & Fitness](#)
- [Business & Career](#)
- [Fun & Recreation](#)
- [Technology & Social Media](#)
- [Home](#)
- [Personal Presentation](#)
- [Happiness](#)
- [Money & Finance](#)
- [Relationships](#)
- [Productivity & Time Management](#)
- [Family](#)

If you follow the links you'll see titles of **suggested Personal worksheets/forms** that you might like to include in your Notebook.

If you're an [Ultimate To-Do List Pack | Personal Edition](#) Customer or a [Design Your Life](#) Member, you have more than 250 worksheets within these categories.

## **Step 4: Insert Your Papers & Worksheets**

**Hole punch the papers** you decided to keep in Step 2, and **file** them under the **appropriate category**.

Then click on the category links above to see the titles of **additional lists and worksheets** to include in your **Household Notebook**. You'll



find hundreds of ideas for popular and useful lists to stimulate your thinking.

You can go **low-tech** and simply **hand-write** a heading on a page, or create your own **printable** version in Word. Or [use mine!](#)

Remember to include your completed **Emergency Contact List** from [Get Organized Mission #13: Organize Your Emergency Contacts](#). I suggest you put this **right at the front** or **right at the back** of the binder so you can **locate it fast**.

## Step 5: Put Your Household Notebook Somewhere Handy


Place your **Household Notebook** in a neat spot by the phone, on a kitchen counter or someplace else you'll be able to **see and refer** to it **easily and often**.

If it goes in a cupboard or on a bookshelf – it's all but useless.

## BONUS Step

If you like the look of the binder in the image for this post, you can download a cover and spine insert for your own **Household Notebook**. Download it by clicking the link below.



 [Household Notebook Inserts.pdf](#)  
(97.5 KB)



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Congratulations – you now have a home-management system to help organize all your day-to-day life stuff!

## Dos & Don'ts

- **Don't** feel that you have to organize everything in this 30 minutes. Just get your **Household Notebook** started, and you'll have completed an extremely useful **personal organization** step. You can add to it over time.
- **Do** make sure you find a **good home** for your binder. The **usefulness** of your **Household Notebook** is proportional to its **ease of access**.

## Extended Organizing Mission Options

Want to go beyond this 30-minute organizing mission?

- Let the **kids** create their own **Personal Notebooks**. Give them each a binder and some tabbed dividers, and help them choose suitable categories for the bits and pieces they collect. It will keep their rooms tidier too!
- Be **ruthless with your paperwork**. Take this opportunity to recycle anything you won't reasonably be able to use or action in the near future.

## Ready, Set, Go!

Remember – **move quickly, act fast, don't overthink**.

[Start The 30-Minute Timer](#)

## Before You Go:

### 1) Check In

Please add a comment to say you've completed [Mission #14](#).

### 2) Send Photos!

Share your [before and after snaps](#) in the **52 Organizing Missions Hall of Fame**. Please send photos to: [Photos@GetOrganizedWizard.com](mailto:Photos@GetOrganizedWizard.com)



# My Household Notebook List

Lists to include in my household notebook	✓



## My To-Do Items From This Mission

To-Do Item	Priority	✓

What I've Achieved This Week

My Achievement	My Reward	✓

## 15 | Organize Your Kitchen



Image: <http://www.flickr.com/photos/kitchendesigner/> / CC BY-SA 2.0

When it comes to feeling **clear-minded, calm and organized**, surfaces are sacred.

So in this mission we're going to transform your kitchen into a **haven of clarity** for nourishing yourself and your household – simply by removing all those **surface usurpers**.

## Get Organized Mission #15: Organize Your Kitchen Surfaces

### Step 1: Decide what you use every day

For many people this is the kettle, toaster, coffee machine and bread board. Work out what gets a **daily workout**, and position these items neatly.

**Everything else** that takes up counter room is going to find a new home – **off** your surfaces!

### Step 2: Gather up the surface usurpers

Gather together all the things on your countertops and kitchen surfaces that you **don't use every day** – including appliances, recipe books, utensils, knife blocks, sundry exotic condiments, etc.

See how much room all those items take up? That's how much space you're going to **clear** in your cupboards.

### Step 3: Clear cupboard space

Now open each cupboard one at a time, and **get rid of**:

- any item you **haven't used in the past 12 months**
- **doubles** of appliances, utensils, storage containers, etc
- **excess** items (if you only need 4 drink bottles for the kids, get rid of the other 14).

If the item's in great condition, put it in a **donation** pile; if not, pop it in the **rubbish**. Do this fast and **don't overthink** it. (If you need an item again, you can buy it later. It will be worth the **peace of mind** you gain.)

Move quickly through your cupboards until you've **made room for all your surface usurpers**.

## Step 4: Store the surface usurpers

Now that you've created space for all your former surface usurpers, you can **put them away**.

Here are **2 principles** for deciding **what goes where**:

### *1. Keep things accessible according to their frequency of use*

For example:

- Utensils and appliances you use **often** should be **close at hand** – these deserve a **CBD location**.
- Pots and pans you use **sometimes** should be **conveniently accessible** – these can live **in the suburbs**.
- The juicer and ice cream machine that come out **rarely** can afford to go in **less convenient** locations, like high shelves – these belong **on the outskirts** of your kitchen real estate.

### *2. Keep similar things together*

- Keeping **similar things together** makes it easy to **remember where things go** and to **retrieve them fast**.

### *Integrate these 2 principles to store things optimally*

For me the second principle is more important because I like a sense of order; a serious cook may ignore it entirely, and focus only on the most convenient location for frequently used things.

Decide what will work best for you, and store your former surface usurpers accordingly.

Now, step back and take a look at your newly-revealed surfaces. Doesn't that feel **amazing**?

### Dos & Don'ts

- **Don't** feel that you have to organize your entire kitchen in 30 minutes. Simply clearing your kitchen surfaces will be a wonderful step toward a **more organized life**. You can always **do more later** – just **do what you can do now**.
- **Do** be ruthless in clearing your cupboards of stuff you don't use, or have in re-seller quantities. You'll feel much **lighter** with **less**.

### Extended Organizing Mission Options

Want to go beyond this 30-minute organizing mission?

- Let the **kids** participate. Give each child a **zone** – like pots and pans, utensils, appliances – and let them help you to store your former surface usurpers. You'll be teaching them the **personal organization strategy** of having a **home** for things they value.

- If you want to make this into a major mission, **take everything out of your cupboards** in step 3 and **replace everything using the storage principles** from step 4. I suggest having some great music on your iPod to keep you motivated and to add a little fun to the exercise.

## Ready, Set, Go!

Remember – **move quickly, act fast, don't overthink.**

### Start The 30-Minute Timer

#### Before You Go:

##### *1) Check In*

Please add a comment to say you've completed [Mission #15](#).

##### *2) Send Photos!*

Share your [before and after snaps](#) in the **52 Organizing Missions Hall of Fame**. Please send photos to: [Photos@GetOrganizedWizard.com](mailto:Photos@GetOrganizedWizard.com)



# My Kitchen Organizing List

Items to add/remove from my kitchen	✓	✗



# My To-Do Items From This Mission

To-Do Item	Priority	✓

# What I've Achieved This Week

My Achievement	My Reward	✓

## 16 | Streamline Your Books, CDs, & DVDs

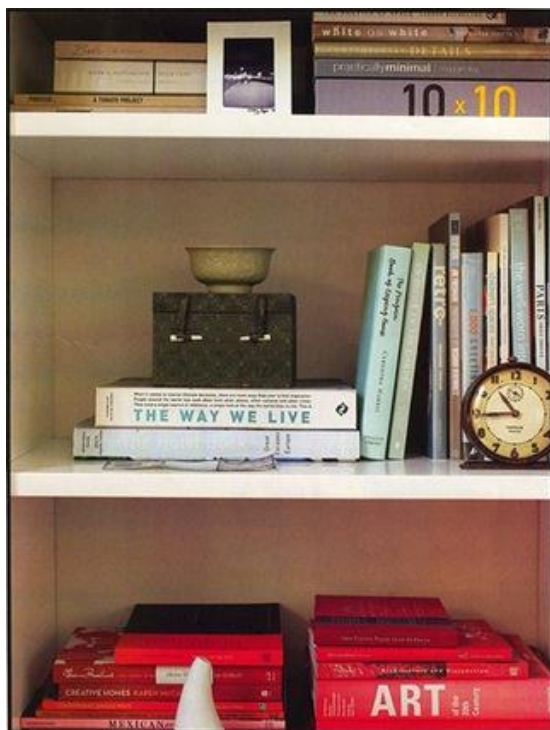


Image: <http://www.flickr.com/photos/tammymanet/> / CC BY-ND 2.0

When we get down to **decluttering**, our books, CDs, & DVDs often escape the treatment. Somehow they receive special dispensation.

Not anymore!

In this mission we're going to attack these dust collectors – and we'll be ruthless!



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## Get Organized Mission #16: Streamline Your Books, CDs, & DVDs

### Step 1: Keep -

- **Beloved novels** you re-read every few years
- **Non-fiction titles** you refer to – perhaps with your fave sections dog-eared and highlighted
- **Unread books** you plan to read (be honest!)
- Useful **reference** books – such as business, how-tos, etc
- **CDs** you listen to
- **DVDs** you watch
- **Memorabilia** (photo albums, etc) – if genuinely meaningful and pleasure-giving; if not, consider letting it go

### Step 2: Remove -

- Novels you've read and **won't re-read**
- Unread books you're **never likely to read**
- Books that contain **out-of-date information**
- **Textbooks** – unless you graduated very recently
- **Old magazines** (do you ever refer to them?)
- CDs whose contents have been **saved (and backed up) on your computer**
- CDs you **no longer listen to**
- DVDs you've seen and **won't re-watch**
- Unseen DVDs you're **never likely to watch**
- Photo albums you **never look at**
- Photo albums that have **negative memories**
- Um, **video or audio cassettes** if you have nothing to play them on



### Step 3: Discard -

- Give novels to **friends** with the same taste in literature
- Offer books, CDs and DVDs to the **local library**
- **Sell** anything you think is worth the effort
- **Recycle** magazines and out-of-date books

### Step 4: Tidy Your Shelves

Now you can **re-order** your shelves to take advantage of the lovely **extra space**. Doesn't that look and feel better?

### Dos & Don'ts

- **Don't** forget that a great deal of information is readily available online.
- **Do** keep a hard copy if you love something, or can't easily find it online.

### Extended Organizing Mission Options

Want to go beyond this 30-minute organizing mission?

- Include the **kids**. Encourage them to go through their own books and decide which ones they'd like to pass on to **younger friends or relatives**, or to offer to the **local or school library**.
- Take this opportunity to **categorize** your books into helpful sections. Perhaps shelf your **fiction** titles **alphabetically by author**, and your **non-fiction** titles by **subject**. If you like, shelf **CDs** and **DVDs** by category too.
- Complete this mission with your **home office** bookshelf.



## Ready, Set, Go!

Remember – move quickly, act fast, don't overthink.

### [Start The 30-Minute Timer](#)

#### Before You Go:

##### *1) Check In*

Please add a comment to say you've completed [Mission #16](#).

##### *2) Send Photos!*

Share your [before and after snaps](#) in the **52 Organizing Missions Hall of Fame**. Please send photos to: [Photos@GetOrganizedWizard.com](mailto:Photos@GetOrganizedWizard.com)

# My Books, CDs & DVDs List

Books, CDs & DVDs to keep/discard	✓	✗

# My To-Do Items From This Mission

To-Do Item	Priority	✓



# What I've Achieved This Week

My Achievement	My Reward	✓

## 17 | Create Your Bedroom Sanctuary



Image: <http://www.flickr.com/photos/cocokelley/> / CC BY 2.0

Your bedroom is the place to which you retreat at the end of the day. Does it restore your calm and ease you into sleep, or evoke a mild sensation of panic?

If you need a bedroom intervention, you're in the right place. We're about to transform your bedroom into your private sanctuary.

## About The Author

Michele Connolly is the founder of **Get Organized Wizard** and creator of programs for **business and personal organization**.

She is a qualified **life coach** with degrees in **business** and **psychology**, and post-graduate qualifications in **business** and **professional writing**.

Michele's background includes managing busy marketing departments for large financial institutions and running her own successful small businesses – difficult environments that have allowed her to prove the **success of her personal organization programs**.

Michele's company is called [Happiness Strategies](#), reflecting her philosophy that people can **choose** strategies to increase the happiness in their lives and the lives of those around them. She believes it's easier to be happy if you **set goals to work on** and **take steps to be more organized**.

Michele is a member of the **National Association of Professional Organizers (NAPO)** and the **International Positive Psychology Association (IPPA)**.

She has been interviewed on **Sydney radio**, spoken at **conferences**, and won several **awards** for her psychology studies, which included original research and a thesis on happiness.



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