

MY ORGANIZING ACCOMPLISHMENTS

Check off the items you have already done and come back to this page as your skills and actions lead to achieving these points.

- All my belongings have homes, and they dependably return to them after use.
- I keep my home clean with planned, easy, regular efforts every day.
- I have workable systems for all regular tasks and needs.
- My systems follow my criteria and are updated whenever need be.
- Fail-safes and behavioral engineering techniques that make following my systems easy have been implemented.
- I have more time for self-care and have systems to make sure that I do what is needed.
- My belongings are better maintained, saving money on replacement costs.
- Shopping is more organized.
- I have more balance in my life.
- My home is comfortable, efficient, inviting and aesthetically pleasing.
- I apply a logical decision-making process for all important decisions.
- Decision-making for dealing with objects has become much easier.
- Areas for functions in my home are clearly designated.
- My information (files, book, magazines, etc.) is current and organized.
- I understand the organizing process and can apply it anywhere needed.
- I regularly employ information-management techniques to control the avalanche.
- All my storage has been optimized for the items in it.
- My values and priorities are clear and they direct my time use decisions.
- I have clear goals and monitor my progress towards them with monthly and quarterly check-ins.
- My planner tracks my appointments and to-do's. I update my planner daily and check it often each day.
- My days have a structure that makes getting things done easier and more reliable.
- I have learned to get my most important to-do's done each day.