

USE THE M.A.G.I.C. FORMULA TO ORGANIZE A SPACE

M _____

A _____

G _____

I _____

C _____

BUILD A R.A.F.T. TO ORGANIZE PAPER

If it doesn't require your action now, _____ it to the appropriate person.

If it requires you to do something now, _____ on it.

If you don't need it right now, _____ it.

If you are done with it forever, _____ it.

Causes of Clutter and Disorganization

Items have no _____.

Storage is _____.

More _____ than _____.

System is too _____.

Out of _____ out of _____ mentality.

Thrive on _____.

Unclear _____ and _____.

Fear of losing _____.

Dislike your _____.

Might _____.

Don't understand _____,

ACTIVITY TRACKING CHART

	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 a.m.					
7:00 a.m.					
8:00 a.m.					
9:00 a.m.					
10:00 a.m.					
11:00 a.m.					
12:00 p.m.					
1:00 p.m.					
2:00 p.m.					
3:00 p.m.					
4:00 p.m.					
5:00 p.m.					
6:00 p.m.					
7:00 p.m.					
8:00 p.m.					
9:00 p.m.					
10:00 p.m.					

