



# WHAT TO CONSIDER DURING THE Organizing Process

CHECK EACH STEP OFF AS YOU COMPLETE THEM

## 1. EXAMINE YOUR SPACE

What are things that stand out to you? Things you know you would like to improve upon?

## 2. MAKE A LIST

List everything that you see that needs to be organized. Don't leave anything out!

## 3. PRIORITIZE

Choose three of the projects to focus on. Think about which ones would make you more productive and effective once accomplished.