

The
Seattle Sparkle
Method
To Get
Organized
and Stay
Organized

by Jean Prominski

The Seattle Sparkle Method to Get Organized and Stay Organized

You don't know where to start. You don't have the time. You are easily overwhelmed. If you want an organized home, you've got to simultaneously do the work from within. In this 5 week guide, I will give you the right steps in the right order to organize your home and keep it that way. As a creative person, you know messes will always happen (as they should!). With this guide, you will be able to dial in ways to naturally get the messes picked up with ease. When done consistently, you will see incredible results, and be set up on a cycle to continually maintain your home month after month. To be organized, it's not about creating a disciplined routine. It's about optimizing your environment to set up the conditions for inevitable success.

As a glassblower, when the starter bubble was perfect, the glass would blow out with such evenness and ease. But when the bubble was set up for failure, it was a constant struggle to keep the proportions even. Any expert in habit change will tell you that good habits are not about exerting willpower. They are about not putting yourself in the situations where you have to exercise willpower as often. Surround yourself with people that inspire you do what's in your best interest, rather than ones that tempt you to make unhealthy choices so that you stay stuck with them. Optimizing your home environment will create a snowball effect of productivity, inner power, and inner trust. As you set up these conditions, you will become more in-tune with your inner advisor, your intuition. The more you can hear that voice and act in alignment with your goals and values, the easier it will be to have (and maintain!) an organized home. This is simply a framework for you to get your home organized. Choices about what to keep and what to let go of are all up to you.

Why This Works:

Many books on home organizing provide logical advice. Sometimes it works, but many times, it can reinforce the differences between people that are “organized” and the people who aren’t, and leave readers feeling worse than before they read the book. This manual is based on the Wheel of Life that I’ve created. There are five main areas of life: health, relationships, career, finances and spirituality. The more round, balanced and expanded this wheel is, the more often you will find yourself in the right place at the right time, and the easier it will be to create and maintain an organized home. I have created a “Wheel of Life” with categories in all of these areas. I have also created a “Home Environment Wheel” to align with activities in the “Wheel of Life”. Please note that although I have categorized the different areas of the home into the five areas of life, these categories are very fluid. For example, I’ve put “kitchen” in the “finances” section, but it could easily fit into any of the others- “health”, “relationships”, “career”, or “spirituality”. The reason for this categorization is to simply give you another framework for viewing each area of the home. Each day will have an assignment related to organizing your home, and another assignment related to organizing your life.

This manual is divided up into 5 weeks. Monday-Friday align with the five main areas of life. Saturday is a catch up day, and Sunday is for reflections. As you embark on these activities, they will change your brain so that you have more access to the parts of your brain that are necessary for organization. The activities are designed to harmonize the mind, by improving blood flow to the prefrontal cortex, the part of your mind responsible for creative thinking, decision making, memory and planning. Organizing your home will become easier, because you are rewiring your brain to a more harmonized state. You will notice a soothing in your amygdala, the fight/flight center of your brain. When highly activated, it’s impossible to create a calming environment around you. Because your outer world is a reflection of your inner world, if you are in a state of mental and emotional panic, that will be reflected in your surroundings. When you get the urge to check the news or your email “one more time” (especially before bed), you are likely to trigger your amygdala, and set worry or fear into motion. The more often your amygdala is triggered, or the longer you stay in that state, the stronger the habit is to stay stressed. When you are in a highly stressed state, you will have less access to your prefrontal cortex. This is the brain’s reward center. Studies have shown that the pleasure and process of creating art delivers a “reward” to the brain in the form of being proud of what you’ve accomplished, and the entertainment value. You’re less likely to seek rewards that may not be in your best interest, including snacking, drinking, shopping or screen time. These activities rarely lend themselves to an organized home. On the contrary, your self-regulation meter will be tuned up. The activities you notice yourself naturally drawn to doing will align with the natural flow of living life-fully expressing yourself, treating yourself with respect and kindness, and then tidying up after yourself before things get too out of control.

Instructions:

Start with a Sparkle Morning for self-attunement! Every day, when you wake up, use the journal pages to stay on track. If these are things you already do every day, great! If not, don't worry about trying to implement all of these habits right away. That would probably be really overwhelming! We will be covering all of these activities throughout the course of the journal. But if you want to start tracking these habits from the start, that's ok too. Here are some simple instructions to get you started.

Gratitude: Write down the date and three things you are grateful for. Write down new things each day, don't repeat what you've already written. Nothing is too big or small.

Meditation: Do you meditate already? Awesome! If not, start with a simple 5 minute practice. One of my favorite ways to do this is to use a timer (I love the Insight Timer app), hold a crystal in each hand, lay down, and pay attention to your breath. Breathe in for 5 seconds, hold for 5, breathe out for 7, and repeat. There will be a specific assignment about mediation on another day, but start with this for now.

Stretch: Square up your body at the start of the day. Again, I like to use the Insight Timer for this. Use your intuition to feel where your body needs attention.

Read: Read something inspiring or educational every day.

Sleep: Record how much sleep you got the night before. How much sleep does your body need? Write down your goal, and shoot for that.

Exercise: Get your body moving every day!

Other: Is there another habit you'd like to track? Do that here.

Nutrition Tracking: What did you eat today? How much water did you drink? Write that down.

Today I would like to: Use this space as a brain dump for all the things you're excited about doing today. Or use it to affirm how you want to feel, like "feel centered".

Organize/Life/Tidy: Each day, you will have an assignment that simultaneously addresses work to be done in your home, and work to be done in your life. You will be able to dial your home in in a holistic way. It's not about getting everything done all at once. This workbook is meant to rotate you through activities on a monthly basis. Consistency and repetition will build the neural networks in your brain to break bad habits and create good ones.

Note: Not listed on the daily schedule are cooking and dishes. In many households, these tasks need to be done on a daily basis. Frequency for changing sheets/towels is also not listed, as that is highly personal. Some people may like to vacuum/mop and clean the bathroom daily, and some may choose to do it less frequently. Feel free to switch up the frequency in this column, or follow it as is.

Use words and pictures to describe the following:
Describe your ideal health. How do you feel? What are you doing? What do you look like?

Describe your ideal relationships. What qualities and values do you share? What are your interactions like?

Describe your ideal career. How are you serving others? How are you living up to your potential? What gifts are you utilizing?

Describe your finances. How are you earning, saving, spending, donating and investing?

Describe your ideal home. What does it feel like, look like, sound like, smell like? Draw a quick doodle below. (Use another piece of paper if needed).

May You
Be Happy

Timing: Decide how much time you can spend on each of these activities, and set a timer. Even if you only do 5 or 10 minutes each day, that is far better than not doing it at all. It's also far better than going overboard and burning out. Building habits is about frequency and consistency, not about perfection. If you miss a day, that's ok, but don't miss two days in a row. Even if you have a full time job, figure out how you can carve a moment out each day to attend to these activities. It will get easier! You got this! It's ok to spend more time on some actions, but not at the cost of skipping over assignments. When I say "vacuum and mop", "bathroom" or "laundry", this may mean just spending a few minutes on these activities, not necessarily vacuuming the whole house, cleaning every bathroom, or doing all the laundry (especially if you live in a big house or have accumulated a lot of laundry). Do what you can to make progress, but pace yourself to avoid burnout. The most important thing is to have fun with what you're doing. Take before and after photos, and make them as funny as you want. You also might want to do a quick silly video to document the process. It lightens the mood, and can feel really motivational.

Do what you can to make progress, but pace yourself to avoid burnout. The most important thing is to have fun with what you're doing. Take before and after photos, and make them as funny as you want. You also might want to do a quick silly video to document the process. It lightens the mood, and can feel really motivational.

May You
Be Healthy

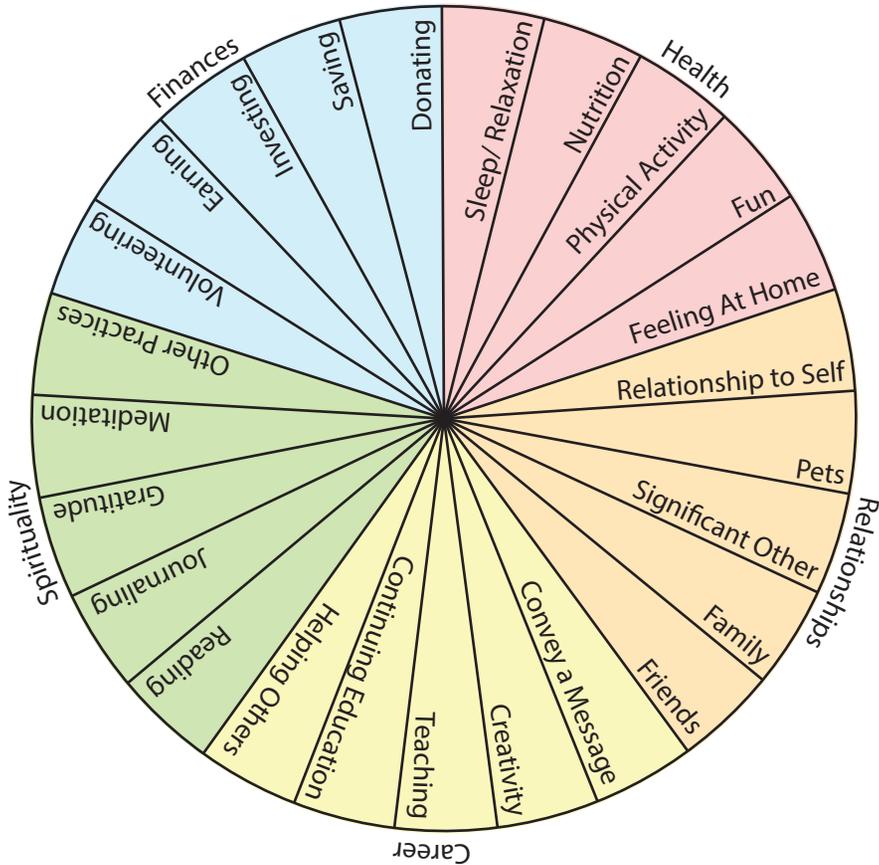
General Decluttering and Organizing Guidelines

Supplies needed:

- Bags or boxes for trash/recycle/shred/donate.
 - Boxes and bags for sorting similar items.
 - Containers: Use cardboard boxes, or other temporary containers until you know what size you need.
 - Labels: Post-it notes and/or blue masking tape and a black sharpie are great for temporary labels as you're sorting.
1. Create a staging area. Clear a space for sorting items.
 2. Sort items (by category, size, color... whatever makes sense for you)
 3. Donate/trash/recycle what you don't need
 4. Decide where the things you want to keep are going to go
 5. Use containers to group like items. Label clearly.
 6. Maintain! Use the daily tidying schedule to keep up your good work.

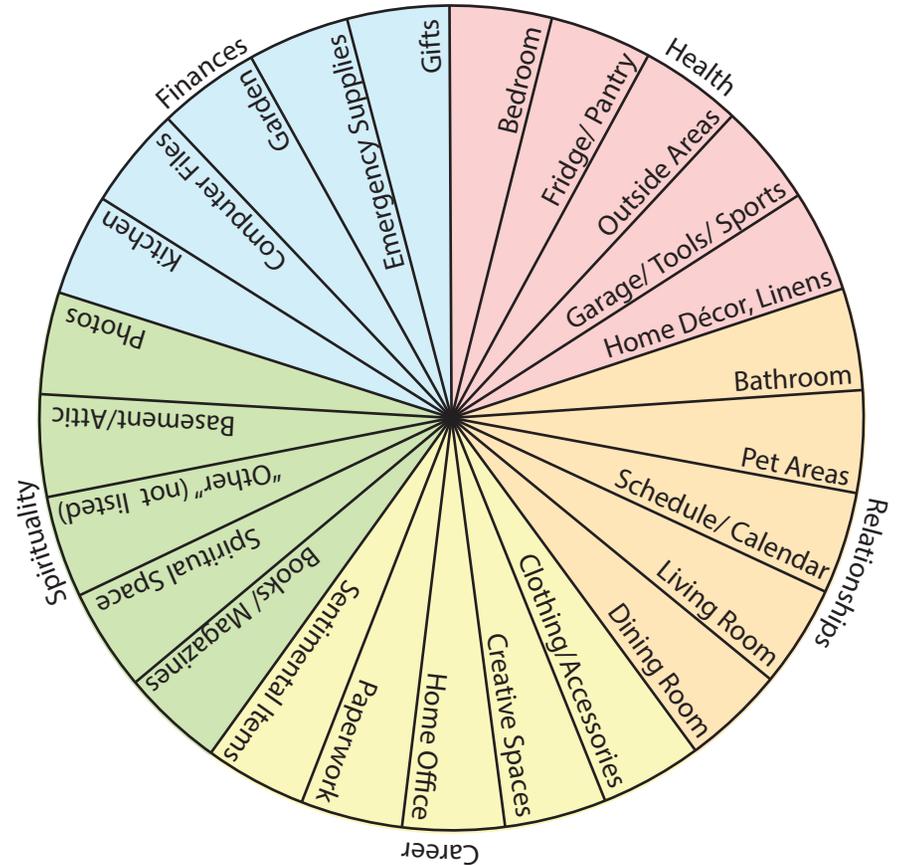
The organizing assignments in this book are fairly open ended. I specify the location to focus on, but I don't give detailed instructions. Use your timer to do what you can, but go for the "low hanging fruit". This means whatever is the easiest that would make the most impact. I usually recommend going for the things that are physically the biggest, because the dramatic change can be very motivational to see. You could also pick something that is very small, like a tedious to-do that you've been meaning to get to for months (like sewing a patch onto a hole in the pocket of your jacket). Within the location specified, you may want to pick one category to tackle, such as "cleaning supplies" or "socks". When working this way, you may need to collect cleaning supplies or socks from various other locations to see what you have all together. The object of the game is to just do something in each of these areas of the home, and slowly but surely, your living space will transform.

Wheel of Life



Place a dot on the line marking how satisfied you are with each area of your life and home. Dots closer to the center of the circle indicate dissatisfaction, while a dot placed toward the outside indicates ultimate happiness.

Home Environment



Connect the dots to see your Wheel of Life and Wheel of Home. Are there areas where are your Wheels flat? What areas are you doing really well in? How can you use your strengths to allow the other spokes to expand?

What is your specific goal around organizing your home?

What will having an organized home do for you?

What is your biggest challenge with organizing your home?

What has worked for you in the past?

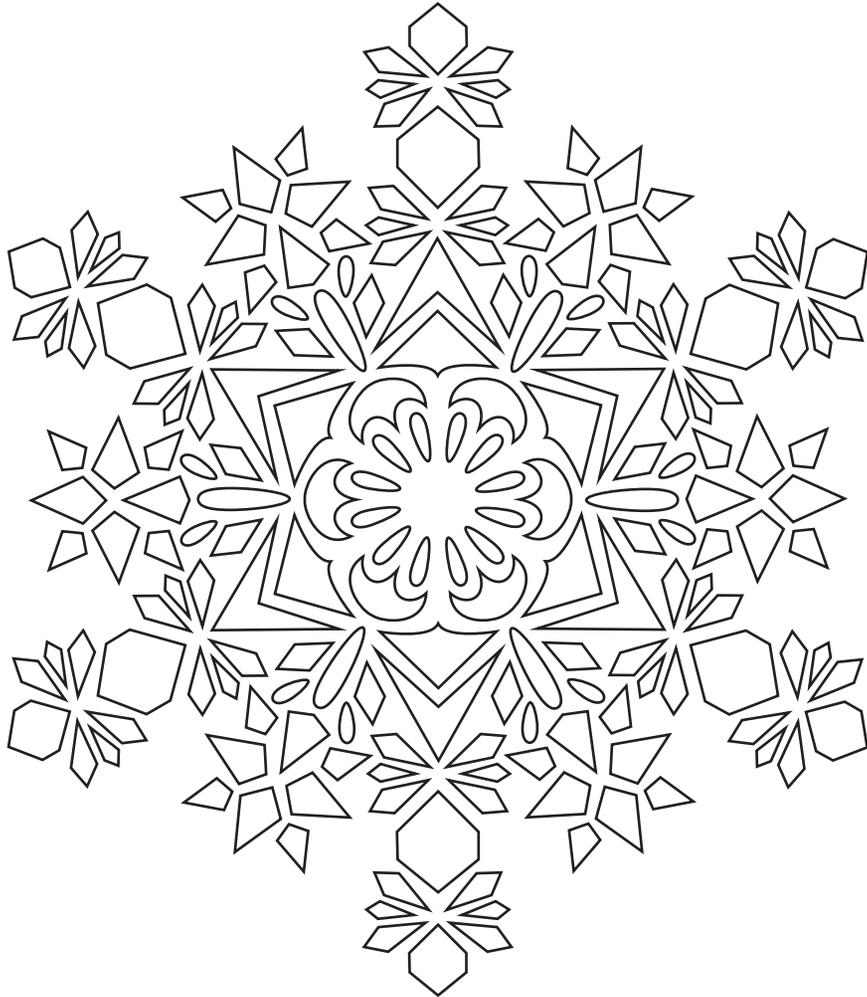
What (if anything) might get in your way of achieving your goals? How will you stay on track?

How will you reward yourself when you have achieved your goal?

I, _____ commit to completing each of the assignments in this book, to the best of my abilities, for the next 28 days.

Signed

Date



Week 1

Day	Focus	Organize	Life	Tidy
1 Monday	Health	Bedroom	Sleep & Relaxation	Dust/Wipe Surfaces
2 Tuesday	Relationships	Bathroom	Relationship to Self	Clean Bathrooms
3 Wednesday	Career	Clothing & Accessories	Conveying a Message	Vacuum/Mop
4 Thursday	Spirituality	Books & Magazines	Reading	Laundry
5 Friday	Finances	Kitchen	Volunteering	Paperwork, Tidy Desk, Comp. Files
6 Saturday	Catch Up	Catch Up	Catch Up	Creative Space & Unfinished Projects
7 Sunday	Reflections	Reflections	Reflections	Clean Fridge & Pantry

Date:

Gratitude

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| <input type="checkbox"/> Meditation | <input type="checkbox"/> Sleep (night before) _____ |
| <input type="checkbox"/> Stretch | <input type="checkbox"/> Exercise _____ |
| <input type="checkbox"/> Read | <input type="checkbox"/> Other _____ |

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize Life Tidy

Day 1- Health

- Organize: Bedroom
- Life: Sleep & Relaxation
- Tidy: Dust/Wipe Surfaces

Home Assignment:

Declutter and organize the bedroom. This could be your bedroom, or another bedroom in the home. Follow the general decluttering and organizing guidelines at the beginning of this workbook. Clothing organization comes later, so spend your time on non-clothing clutter today. Clean the bedroom- clear any dust and wipe down surfaces.

Life Assignment:

Proper sleep is essential for brain function, mood regulation, and energy production. So many people in our society are sleep deprived. Let's start this journey off right, and prioritize good quality sleep. What is one thing you can do (or not do) to improve your sleep for the next 28 days? Write it down, and make a commitment to do this for the next 4 weeks. Small changes swing big doors, so no change is too insignificant. Challenge yourself, but commit to doing something that you know you can do.

Date:

Gratitude

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| <input type="checkbox"/> Stretch | <input type="checkbox"/> Exercise _____ |
| <input type="checkbox"/> Read | <input type="checkbox"/> Other _____ |

Nutrition Tracking

Protein: _____ Healthy Fat: _____
 Veggies: _____ Healthy Carbs: _____
 Fruit: _____ Other: _____
 I drank this much water today: _____

Today I would like to:

- Organize Life Tidy

Day 2- Relationships

- Organize: Bathroom
- Life: Relationship to Self
- Tidy: Clean bathroom(s)

Home Assignment:

Declutter and organize the bathroom. This could be one bathroom or if you have multiple bathrooms, all the bathrooms. Throw out anything that is expired or you just don't like. Recycle or donate when possible. Give the bathroom a good deep clean using your favorite cleaning products!

Life Assignment:

What is your relationship to your self like? What is your inner monologue like? Make a list of 30 things you love about yourself!

JOY

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

- Protein: _____ Healthy Fat: _____
- Veggies: _____ Healthy Carbs: _____
- Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 3- Career

- Organize: Clothing/Accessories
- Life: Conveying a Message
- Tidy: Vacuum/Mop

Home Assignment:

Declutter and organize your clothes and accessories. Keep only the clothes that you love. If you find clothes that you love, but haven't worn for a long time, create some outfits, and store those clothes together. You may want to create a system where you rotate clothes that have been worn from left to right, or front to back, to ensure you are cycling through all of them. If you have clothes that don't fit (that you must keep), store them together and label by size. Wipe down your closet walls and drawers. Vacuum and/or mop.

Life Assignment:

Take a few photos of yourself (use the camera timer, tripod, the mirror, or take some selfies). What message are you conveying with what you are doing now? What message do you want to convey? Are these in alignment? What (if anything) needs to shift?

Date:

Gratitude

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| <input type="checkbox"/> Stretch | <input type="checkbox"/> Exercise _____ |
| <input type="checkbox"/> Read | <input type="checkbox"/> Other _____ |

Nutrition Tracking

Protein: _____ Healthy Fat: _____
 Veggies: _____ Healthy Carbs: _____
 Fruit: _____ Other: _____
 I drank this much water today: _____

Today I would like to:

- Organize Life Tidy

Day 4- Spirituality

- Organize: Books/Magazines
- Life: Reading
- Tidy: Laundry

Home Assignment

Declutter and organize your books and magazines. Will you really read or reference the books again? Or do they bring positive memories? Sometimes we keep books and magazines out of obligation or guilt. If that's the case, it's ok to let them go. How do you like to organize your books? By subject? Title? Author? Size? Color? Take some time to put your books in order. Do the laundry today too.

Life Assignment:

What are you reading? Do you read too much? Or do you want to read more? Reading is a great way to keep your brain sharp, to consider new ideas and perspectives, and to practice focusing. Quiet time spent alone will also increase your self-attunement- the ability to hear yourself think, to feel your body, and to be able to differentiate what you want from what someone else wants. Read something that motivates you. Aim to live in "creative mode" by consuming (reading), but not to the point where you can't do anything else.

Date:

Gratitude

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| <input type="checkbox"/> Stretch | <input type="checkbox"/> Exercise _____ |
| <input type="checkbox"/> Read | <input type="checkbox"/> Other _____ |

Nutrition Tracking

- Protein: _____ Healthy Fat: _____
- Veggies: _____ Healthy Carbs: _____
- Fruit: _____ Other: _____
- I drank this much water today: _____

Today I would like to:

- Organize Life Tidy

Day 5- Finances

- Organize: Kitchen
- Life: Volunteering
- Tidy: File Paperwork, Tidy Desk, Computer Files

Home Assignment

Declutter and organize the kitchen. The fridge and pantry come tomorrow. For now, focus on non-food related items. Donate what you don't use, and optimize storage so that you have easier access to what you use often, or want to use. Clean the kitchen as you go.

Today is also the day to file paperwork, tidy your desk, and clean up computer files. I know we haven't ventured into the office yet though. Spend some time today skimming the surface. This will be a once-a-week chore, so don't worry about doing it all today.

Life Assignment

Do you do any volunteer work? Or do you volunteer for too much? Share your gifts and generosity with the world by volunteering for a cause you feel passionate about. It could mean offering to make a few phone calls, walk some dogs at a local shelter, feeding the homeless, or volunteering in any other way. Or do you say "yes" to a point where you are overly stressed and can't care for yourself? It's easy to become addicted to being stressed, if that's what feels normal to you. If so, notice it, and see where you can dial it back.

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____
 Veggies: _____ Healthy Carbs: _____
 Fruit: _____ Other: _____
 I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 6: Catch Up Day!

Tidy: Tidy creative space & unfinished projects

Congratulations for completing your first 5 days! Today is the day to catch up on any of the activities from earlier in the week that you want to make more progress on. Do whatever you can to feel "caught up", without feeling burned out. You may want to spend some more time organizing your clothes, or you may want to catch up on some good quality relaxation time!

You'll see that your tidying assignment today is to tidy your creative space and unfinished projects. We will dive deeper into that space during this upcoming week, so do what you can to get a head start.

May You Be Safe

Date:

Gratitude

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| <input type="checkbox"/> Meditation | <input type="checkbox"/> Sleep (night before) _____ |
| <input type="checkbox"/> Stretch | <input type="checkbox"/> Exercise _____ |
| <input type="checkbox"/> Read | <input type="checkbox"/> Other _____ |

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize Life Tidy

Day 7: Reflections
Tidy: Clean Fridge/Pantry

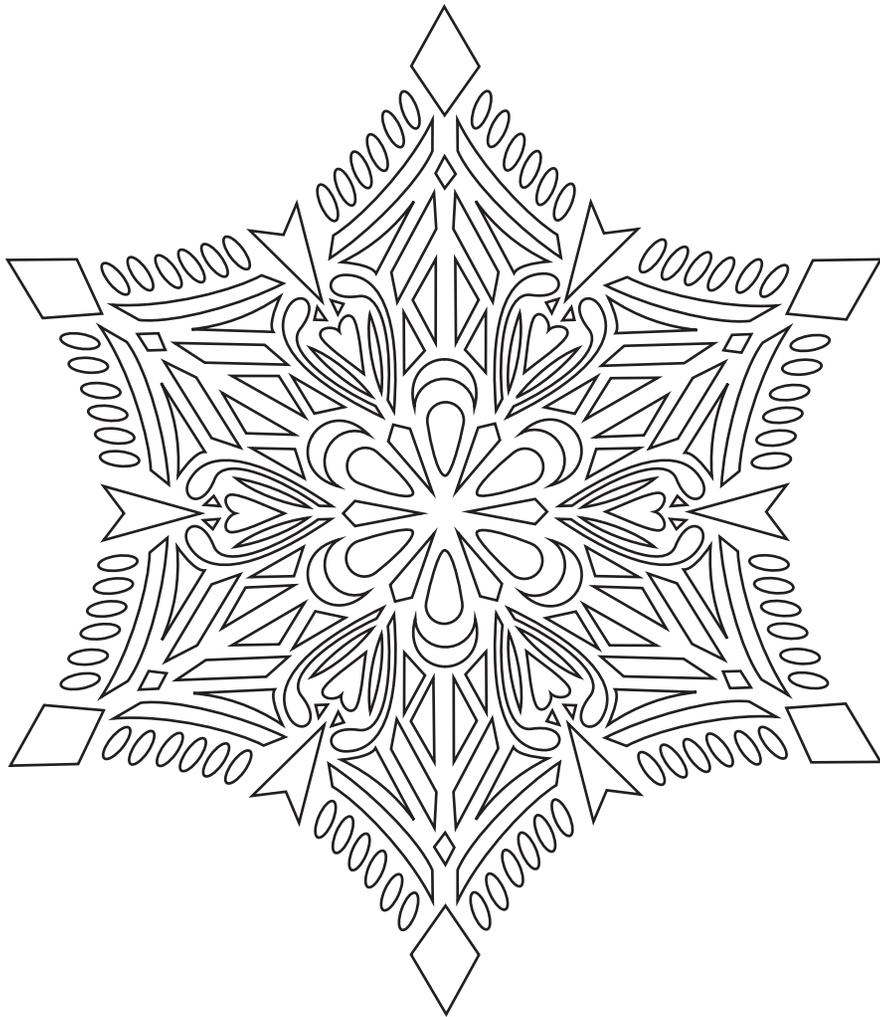
How are you feeling about what you've done this week?

What have you learned?

What are you excited about?

What are you proud of?

Tomorrow's assignment will be organizing the fridge and pantry, so do a little prep work today.



Week 2

Day	Focus	Organize	Life	Tidy
8 Monday	Health	Fridge & Pantry	Nutrition	Dust/Wipe Surfaces
9 Tuesday	Relationships	Pet Areas	Pets	Clean Bathrooms
10 Wednesday	Career	Creative Space	Creativity	Vacuum/Mop
11 Thursday	Spirituality	Spiritual Space	Journaling	Laundry
12 Friday	Finances	Computer Files	Earning	Paperwork, Tidy Desk, Comp. Files
13 Saturday	Catch Up	Catch Up	Catch Up	Wash & Vacuum Car
14 Sunday	Reflections	Reflections	Reflections	Entryway & Patio

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 8- Health

- Organize: Fridge/Pantry
- Life: Nutrition
- Tidy: Dust/Wipe Surfaces

Home Assignment

Declutter and organize the fridge and pantry, and any other food storage you have. Emergency supply food comes later. Only keep food that nourishes you. Donate, trash or compost anything that does not give you high quality energy. Wipe down the fridge and pantry, and any other places where you store food.

Life Assignment

Some people can eat whatever they want, and it will not have any impact on their productivity or mood. I am not that person. I'm guessing you probably aren't either! This is not a discussion about weight loss or body image. It's about mental health. Your brain need the right fuel to help you get organized and stay organized. Do you know what foods work out well for you, and which don't? If you suspect you have food sensitivities, macronutrient balance sensitivities, or glycemic load sensitivities, consider doing an elimination diet or cleanse so you can see what works. I offer several protocols through my coaching programs. Consulting a nutritionist or getting nutritional testing may also be in order. Use today to give some extra thought to your diet, and commit to making a change, if needed.

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 9: Relationships

- Organize: Pet Areas
- Life: Pets
- Tidy: Clean Bathrooms

Home Assignment

Declutter and organize your pet areas, if you have any. If not, choose another area that's either not listed, or do some additional work in an area that you didn't finish over the past 6 days. Then clean the bathroom.

Life Assignment

Your pet may be highlight of your life. Have you always wanted a pet, but don't have one? Maybe today is the day! Give some extra love to your pets today. Or you may not have a pet, and you're totally cool with it. Give some extra love to your loved ones, or to yourself today!

Balance

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 10: Career

- Organize: Creative Spaces
- Life: Creativity
- Tidy: Vacuum/Mop

Home Assignment

Declutter and organize your creative space, whatever that means to you. If you're not already in the habit of picking up after yourself when you're working on a project, think about at what interval you would ideally like to tidy up. Is it daily? Before you start working? After you work? Visualizing when it happens will help program your internal alarm to alert you so that you can make it happen. Tidy up your creative space. Assess your unfinished projects. What's still in the works? When will they get done? What projects can you let go of? Vacuum and Mop.

Life Assignment

How do you like to express your creativity? Is there something you'd like to try? Make some progress in the creativity department today. Do a quick doodle, sign up for a class, take a photo, write a poem, sing a song, do a dance. Get your creative juices flowing in whatever way makes your heart sing! Self-expression can be very challenging for some, and very easy for others. Have fun with it, but get out of your comfort zone, even if it's just a little.

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____
 Veggies: _____ Healthy Carbs: _____
 Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 11: Spirituality

- Organize: Your Spiritual Space
- Life: Journaling
- Tidy: Laundry

Home Assignment

Spirituality is a connection to something larger than yourself. For many people, this could mean God, source energy, or the universe. It can also mean community, or your connection with nature. What does spirituality mean to you? How is this expressed in your home? Do you have one space dedicated to your spirituality, or is your entire home filled with spiritual elements? Spend some time today cultivating a good spiritual space in your home. Then do the laundry.

Life Assignment

Journaling can take many forms. You may want to document your day, or you may want to work out some ideas that have been bouncing around in your mind. Get them out onto paper today. Physically handwriting your thoughts helps with the processing of emotions better than typing them on the computer, because it makes them more tangible. If you are working on processing some hard stuff, be sure to make sure you don't get stuck going down the rabbit hole of negativity. These issues are important to address, but it's possible to get caught up in a cycle of rumination, so watch yourself. Set limits for how long you journal, and be sure to spiral it back up before you get caught in the vortex. You will be able to address these thoughts another time, but if you let yourself get sucked into negativity each time, you are reinforcing those neural pathways. Practice acknowledging, validating and really feeling your emotions, without letting them consume you.

Date:

Gratitude

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- Meditation
- Sleep (night before) _____
- Stretch
- Exercise _____
- Read
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 12: Finances

- Organize: Computer Files
- Life: Earning
- Tidy: File Paperwork, Tidy Desk, Computer Files

Home Assignment

Digital files of any sort seem to have this inconsequential way of being able to replicate almost infinitely. With cloud backups, emails, and multiple versions of files, it can be hard to keep track of what you have. Spend some time today on the computer, organizing your files. If your files aren't already backed up, make that the priority. Do you store your files directly on your computer? Or do you use something like Dropbox or Google Drive? Create naming conventions, and be consistent. This will help you identify and find files quickly. Keep the names meaningful. Depending on what you are filing will dictate how the files are named and stored. For example, if you are organizing scanned receipts, you may want to create a folder that has the year, "2020", and then the month, "June". Within that folder, you may want to have files that say, "6.20_\$150_Costco". Or you may want to create a simple folder that says "Receipts". Within that folder, you could have another folder that says "Costco" (and "Electric", "State Farm", "Honda", etc...) and within that organize the receipts by date. The way you organize your files really has to do with how you'll need to retrieve the files in the future, or if you need to communicate a group of files with someone else. Or you may choose to spend your time organizing your email inbox. Spend some time sprucing up your desk today too. File loose papers and tidy up your work area. Check your bank account and pay bills. (Life assignment on the next page).

Life Assignment

Are you happy with how much you're earning? Or would you like to bring in more? This may seem counterintuitive, but collect all of your loose change and exchange it for higher bills, and spend it. Gather up all of your unused gift cards, and spend those too. Do this all within the next 7 days. This is a great way to be grateful for what you already have and to invite in more abundance.

Do you have cash laying around in the form of packages to be returned to the store? Send those back. Another thing on most people's to-do list is to list something for sale online. It could be that unused piece of furniture taking up space in your garage, or it could be some old electronics you want to list on Ebay. Get these items into good hands, and use the money for something that supports the "You" that you are now.

Sparkle

You Are Expanding In Love & Success

Date:

Gratitude

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|-------------------------------------|---|
| <input type="checkbox"/> Meditation | <input type="checkbox"/> Sleep (night before) _____ |
| <input type="checkbox"/> Stretch | <input type="checkbox"/> Exercise _____ |
| <input type="checkbox"/> Read | <input type="checkbox"/> Other _____ |

Nutrition Tracking

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|----------------|----------------------|
| Protein: _____ | Healthy Fat: _____ |
| Veggies: _____ | Healthy Carbs: _____ |
| Fruit: _____ | Other: _____ |

I drank this much water today: _____

Today I would like to:

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|-----------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> Organize | <input type="checkbox"/> Life | <input type="checkbox"/> Tidy |
|-----------------------------------|-------------------------------|-------------------------------|

Day 13: Catch Up Day

- Tidy: Wash/vacuum car

Congratulations for reaching this important milestone! Today is the day to catch up on any of the activities from earlier in the week that you want to make more progress on. Do whatever you can to feel “caught up”, without feeling burned out. You may want to spend some more time journaling in your creative space (maybe journaling with pictures this time!), or you may want to have a yard sale to get more items moved out of your home! Puppy?? Did anyone say puppy?? Is today the day?! Wash and vacuum the car today too.

Thank
You!

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 14: Reflections

- Tidy: Clean entryway, patio

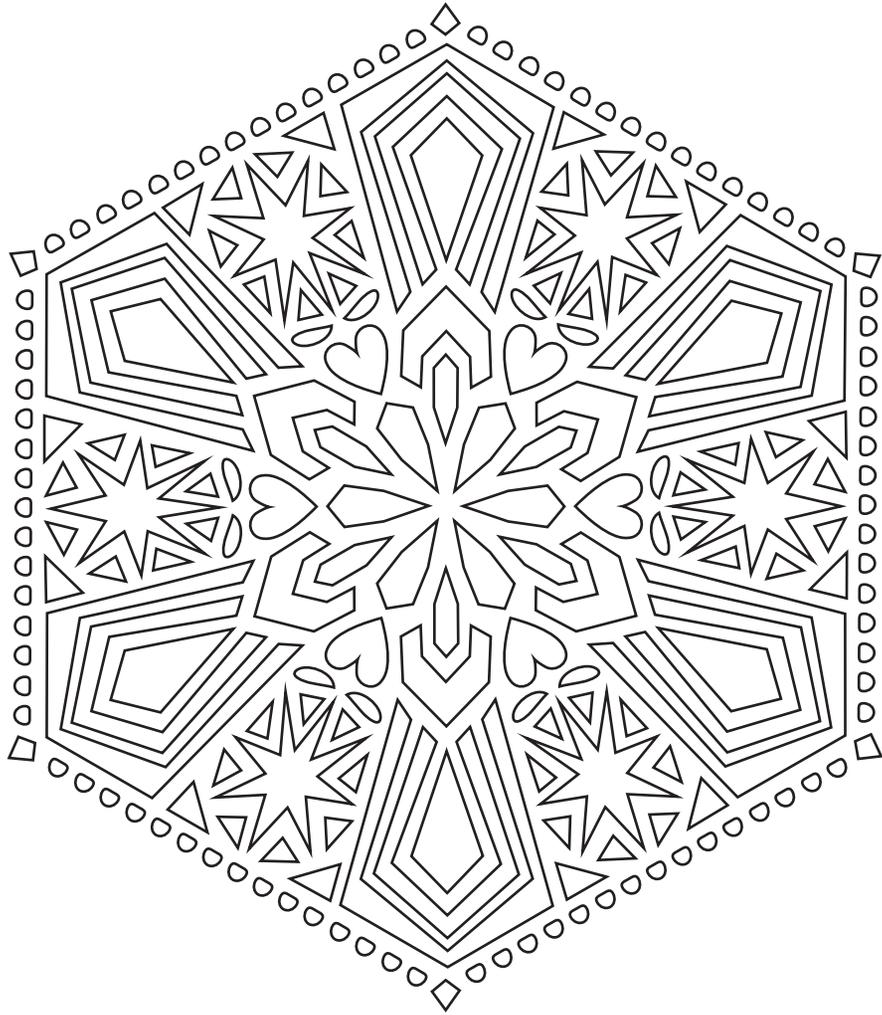
How are you feeling about what you've done this week?

What have you learned?

What are you excited about?

What are you proud of?

Get a head start on your entryway and patio. We will be focusing on outside areas on Monday.



Week 3

Day	Focus	Organize	Life	Tidy
15 Monday	Health	Outside Areas	Physical Activity	Dust/Wipe Surfaces
16 Tuesday	Relationships	Schedule/Calendar	Significant Other	Clean Bathrooms
17 Wednesday	Career	Home Office	Teaching	Vacuum/Mop
18 Thursday	Spirituality	"Other"	Gratitude	Laundry
19 Friday	Finances	Garden	Investing	Paperwork, Tidy Desk, Comp. Files
20 Saturday	Catch Up	Catch Up	Catch Up	Basement & Attic
21 Sunday	Reflections	Reflections	Reflections	Garage

Date: _____

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 15: Health

- Organize: Outside Areas
- Life: Physical Activity
- Tidy: Dust/Wipe Surfaces

Home Assignment

Today is the day to give some attention to areas outside your home. (Gardening comes later). Do you have a pile of wood that needs to be restacked? Or an old lawnmower that needs to get given away? Or does your outdoor furniture need some sprucing up? If you live in an apartment, do you have a porch or front door area that could use some love? If you live in a place where you really don't have any domain over what happens outside your walls, how do you bring any elements of nature (or even just fresh air) into your home? Dust and wipe surfaces today.

Life Assignment

How do you like to get physical activity? Are you someone that gets lots of physical activity? Too much? Not enough? How do you balance physical activity with everything else you've got going on? Sometimes people use physical activity as an unhealthy escape, or a way to feel accomplished when you're actually really just procrastinating. Being too sedentary is also (usually!) not healthy. What can you do today to dial your physical activity level to a place of balance?

Date:

Gratitude

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- Meditation
- Sleep (night before) _____
- Stretch
- Exercise _____
- Read
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____
 Veggies: _____ Healthy Carbs: _____
 Fruit: _____ Other: _____
 I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 16: Relationships

- Organize: Your Schedule/Calendar
- Life: Significant Other
- Tidy: Clean Bathrooms

Home Assignment

Are you over scheduled or over committed? Do you need someone to help hold you accountable, or are you better off self-regulating? How do you know what to do when? Do you like a more intuitive approach, or do you like more structure? When working on long term projects, how do you pace yourself? Do you have your calendar on your phone? Do you share it with anyone? Do you use a paper calendar? Personally, I need to use both a digital and paper calendar. I know anyone with ADHD has gone through many different types of planners and calendars to find what works for them. What elements are important for you to have in a calendar? In addition to organizing your schedule and calendar today, are there any activities, meetings or responsibilities that you can let go of? Or anything you want to add in? Today is the day to clean the bathroom. (Life assignment is on the next page).

Life Assignment

Do you have a significant other? How do you show appreciation for him or her? Is there anything that needs to get talked about that has come to the surface? What fun things do you like to do together? How can you strengthen your relationship? Or is it time to call it quits? Give some attention to this important person in your life. If you don't have a significant other, do you need to do any release work from your previous partner? Do you need to burn anything (literally or metaphorically) to move on? Are you ready to let someone else into your life? What qualities are you looking for in a partner? Create a vision board, or a list of attributes you are looking for. Do you meet your own expectations of what you are looking for in a partner?

Groovy

May
You
Live
With
Ease

Date:

Gratitude

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| <input type="checkbox"/> Meditation | <input type="checkbox"/> Sleep (night before) _____ |
| <input type="checkbox"/> Stretch | <input type="checkbox"/> Exercise _____ |
| <input type="checkbox"/> Read | <input type="checkbox"/> Other _____ |

Nutrition Tracking

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|----------------|----------------------|
| Protein: _____ | Healthy Fat: _____ |
| Veggies: _____ | Healthy Carbs: _____ |
| Fruit: _____ | Other: _____ |

I drank this much water today: _____

Today I would like to:

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|-----------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> Organize | <input type="checkbox"/> Life | <input type="checkbox"/> Tidy |
|-----------------------------------|-------------------------------|-------------------------------|

Day 17: Career

- Organize: Home Office
- Life: Teaching
- Tidy: Vacuum/Mop

Home Assignment

People who work from home (at their desk) may give their home office greater weight than people who don't officially "work" from home, yet everyone needs some sort of office space. This could just mean organizing your junk drawer of office supplies, and making sure you have a reliable place to find the basics- stamps, paper, envelopes, pens/pencils, erasers, a stapler/staples, pencil sharpener, tape, scissors, a calculator, and whatever else you like to have in your office. The key word here is "reliable". Create designated homes for your items, and pledge to put things back where you got them. I LOVE labels, especially on office drawers! Organizing paperwork comes later, so focus on the other stuff today. Does your office space inspire you? Do you need better lighting? If you do a lot of Zoom meetings, what is your background like? How are the ergonomics at your desk? Vacuum and mop today too.

Life Assignment

The best way to really learn something is to teach it to others. Whether or not you are a formal "teacher", we all transfer skills in one way or another. Are you patient? How do you like things explained to you? Is there anything you'd like to teach? Would you want to create an instructional video, blog post, or join a Toastmasters club and teach through your speeches? Teach something to someone else today. Or if you already teach often, learn something new about how you could transfer skills even more effectively.

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____
 Veggies: _____ Healthy Carbs: _____
 Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 18: Spirituality

- Organize: "Other"
- Life: Gratitude
- Tidy: Laundry

Home Assignment

Do you have a space in your home that isn't listed on the Home Environment Wheel? Declutter and organize that space today. Or if not, use today to catch up on another area. It's laundry day!

Life Assignment

Write five (or more) handwritten notes to people you are grateful for. Express your gratitude with sincerity and authenticity. Snail mail these out.

LOVE

Date:

Gratitude

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| <input type="checkbox"/> Meditation | <input type="checkbox"/> Sleep (night before) _____ |
| <input type="checkbox"/> Stretch | <input type="checkbox"/> Exercise _____ |
| <input type="checkbox"/> Read | <input type="checkbox"/> Other _____ |

Nutrition Tracking

Protein: _____ Healthy Fat: _____
 Veggies: _____ Healthy Carbs: _____
 Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize Life Tidy

Day 19: Finances

- Organize: Garden
- Life: Investing
- Tidy: File Paperwork, Tidy Desk, Computer Files

Home Assignment

Do you have either an indoor or outdoor garden? Or both? Spend some time decluttering and organizing those spaces today. If you don't have either, would you like one? Even if it's just a small indoor plant, activate your inner gardener today. Then file paperwork, tidy up your desk, or give a little more attention to your computer files. Check your bank account and pay bills.

Life Assignment

How do you invest your time, energy and money? Do you make sound investments? Assess your investments today, and see what needs to be reallocated.

Bliss

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 20: Catch Up Day

• Tidy: Clean basement/attic
 Congratulations for reaching Day 20! What do you need to catch up on today? Is it some quality time with your significant other? Or did you embark on a big project in the garden? Attend to those, then tidy up the basement and/or attic today. We'll revisit that space in the upcoming week.

You're Doing It!

Date:

Gratitude

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| <input type="checkbox"/> Meditation | <input type="checkbox"/> Sleep (night before) _____ |
| <input type="checkbox"/> Stretch | <input type="checkbox"/> Exercise _____ |
| <input type="checkbox"/> Read | <input type="checkbox"/> Other _____ |

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize Life Tidy

Day 21: Reflections

- Tidy: Clean Garage

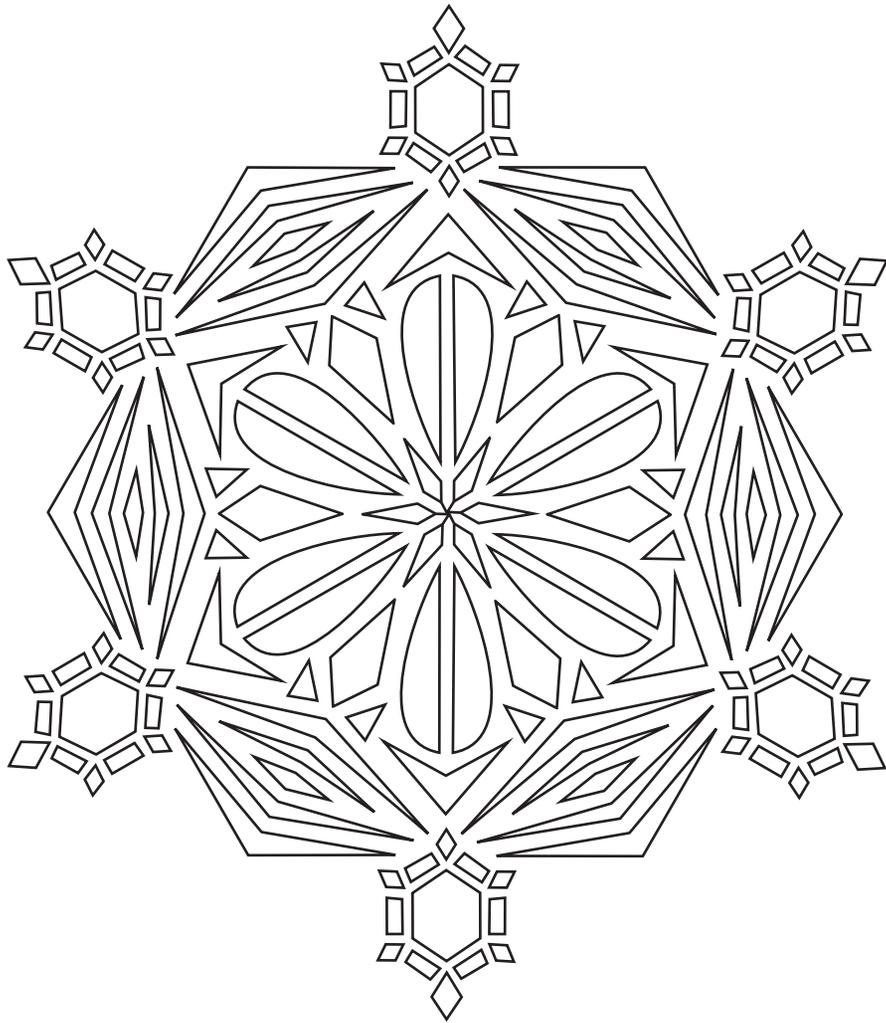
How are you feeling about what you've done this week?

What have you learned?

What are you excited about?

What are you proud of?

Get a head start on the garage, as that's Monday's project!



Week 4

Day	Focus	Organize	Life	Tidy
22 Monday	Health	Garage/ Tools/ Sports	Fun	Dust/Wipe Surfaces
23 Tuesday	Relationships	Living Room	Family	Clean Bathrooms
24 Wednesday	Career	Paperwork	Continuing Education	Vacuum/Mop
25 Thursday	Spirituality	Basement & Attic	Meditation	Laundry
26 Friday	Finances	Emergency Supplies	Saving	Paperwork, Tidy Desk, Comp. Files
27 Saturday	Catch Up	Catch Up	Catch Up	"Other"
28 Sunday	Reflections	Reflections	Reflections	Wash Windows

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 22: Health

- Organize: Garage/ Tools/ Sports
- Life: Fun
- Tidy: Dust/Wipe Surfaces

Home Assignment

Today is the day to attend to the garage, your tools, and/or sports equipment. For some people this may be a very overwhelming task, and others may not have much to do at all. The key is to pick something to do, and get started. Is there anything large that could get donated/trashed/recycled. Start there. Make some room to move around. Let go of what you don't need, and sort and categorize what's important to keep. Would installing some hooks, shelves, drawers, or a pegboard make a drastic improvement? You may not need a fancy custom built-in organizational system, and you may already have exactly what you need to put a few hooks on the wall, or to put up a shelf. Repurpose boxes to contain like items, and replace with prettier versions later, if you want. Dust and wipe down surfaces today.

Life Assignment

Isn't this fun?! What do you consider fun? Do you have enough fun in your life? Do you have too much fun? Is there such a thing? Is there anything you can do to make the organizing process more fun? Do something today to recharge your sense of play.

Date:

Gratitude

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| <input type="checkbox"/> Meditation | <input type="checkbox"/> Sleep (night before) _____ |
| <input type="checkbox"/> Stretch | <input type="checkbox"/> Exercise _____ |
| <input type="checkbox"/> Read | <input type="checkbox"/> Other _____ |

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize Life Tidy

Day 23: Relationships

- Organize: Living Room
- Life: Family
- Tidy: Clean Bathrooms

Home Assignment

Do you have a living room? Some homes separate the formal “living room” from the room they actually live in. Is this the case in your home? Or do you have one main room designated for “living”? What activities do you like doing there? Is this how you like to live your life? What can you do to make your living room more comfortable, nourishing, and inspiring? Personally, I have a little chip on my shoulder about living rooms. I often find these spaces to be reserved for superficial appearances (to appease guests) rather than being used for the activities you really want to do. If you entertain a lot, it makes perfect sense to have a living room catered for guests. But if not, why not use that space for activities that feed your authentic self? Or if you have a family that lives at home (or spends lots of time there), how can you make your living room into a place that will support, honor and adore each other’s differences, while generating connection and appreciation for one another? Today is the day to clean the bathroom.

Life Assignment

Who is in your biological family? Who is in your chosen family? Take some family photos, or make a collage (get crafty or use a digital app) of people in your family. Share these with your family. Or plan a fun activity with your family. Put your phones away and just be present with each other. If you feel like you are still in the process of cultivating your chosen family, reach out to someone and tell them how much they mean to you.

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 24: Career

- Organize: Paperwork
- Life: Continued Education
- Tidy: Vacuum/Mop

Home Assignment

Organizing paperwork is a very common issue. Start with your filing system. Do you already have a filing cabinet that is overflowing? Start by clearing that out. Shred when necessary and recycle whatever else you don't need. Clearly label whatever files you know you want to continue using. Use hanging files to separate the broader categories, and folders within those to separate sections within the same topic. Use labels that you will remember, even if the names sound kind of funny. Store tax files by year so that you can easily purge the older files that you don't need anymore. If you have files that you need to keep, but don't need access to them often, it may make sense to keep those in another file drawer. If you don't like using a filing cabinet, some other options are binders (possibly with clear sheet protectors), boxes, or cubbies. If you get inspired to start digitizing your files, use a desktop document scanner, or an app such as Turbo Scan. Just make sure your documents are backed up, you have consistent naming conventions, and you have a solid digital filing system. Vacuum and mop today. (Life assignment is on the next page).

Life Assignment

How are you keeping your mind sharp? As a Toastmaster, I know many older folks who regularly participate in meetings who say Toastmasters is why they are doing so well. They are continuing to activate parts of their brains to learn new things, communicate, listen, and develop leadership skills. It's really an amazing organization! Consider visiting a Toastmasters club, or signing up for a class that you've always wanted to take.

Very
Good

Good
Job!!

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 25: Spirituality

- Organize: Basement/Attic
- Life: Meditation
- Tidy: Laundry

Home Assignment

Like the garage, the basement and attic may be major undertakings. If that's the case, make sure to break these projects down into bite sized chunks. Doing something is better than not doing anything. If you don't have a basement or attic, do you have a storage area that you use like someone would use a basement or attic? Tackle that area today. Start with whatever is easiest and do that. Don't get caught up in doing small tedious tasks. Pick something that will help you see progress. Are you using your basement or attic (or storage area) how you'd like to be using it? Could you implement shelves to make storage more efficient? Today is laundry day.

Life Assignment

Explore different forms of meditation. One of my favorite types of meditation is Yoga Nidra. Download a guided meditation, join a group meditation, or just sit and pay attention to your breath. You may even want to sign up for a meditation retreat!

Date:

Gratitude

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| <input type="checkbox"/> Meditation | <input type="checkbox"/> Sleep (night before) _____ |
| <input type="checkbox"/> Stretch | <input type="checkbox"/> Exercise _____ |
| <input type="checkbox"/> Read | <input type="checkbox"/> Other _____ |

Nutrition Tracking

- Protein: _____ Healthy Fat: _____
- Veggies: _____ Healthy Carbs: _____
- Fruit: _____ Other: _____
- I drank this much water today: _____

Today I would like to:

- Organize Life Tidy

Day 26: Finances

- Organize: Photos & Emergency Supplies
- Life: Saving
- Tidy: File Paperwork, Tidy Desk, Computer Files

Home Assignment

Photos and Emergency Supplies are really two separate categories, yet I know so many people that cherish their photos so much that they would make sure to save them if there was an emergency. Start with your emergency supplies. I'm not asking you to be an extreme "prepper", but make an effort to have the basics. Clearly label your supplies with dates so that you can go back and eat/replace the food before it expires. Look online for recommendations for what to have in your emergency kit.

Photos can be a major project for many people too. The way to organize photos is very unique for each situation. First, discard bad blurry photos, or duplicates that you don't need. Once you've done that, what is your goal? Do you want to make photo books, scan paper photos, create a place to share them online, or just keep them in their envelopes/computer files? This will dictate how they are organized and labeled. Today is also the day to file loose paperwork, tidy your desk, and clean up computer files. Check your bank account and pay bills. (Life assignment is on the next page.)

Life Assignment

What ratio are you spending versus saving? Are you saving enough money and spending too much? Or saving too much and not allowing yourself to buy nice things or have fun? How are you saving your time and energy? Or how are you saving your praises or expression of love? Are the foods you're eating allowing you to have consistent energy, or do they send you on a blood sugar rollercoaster? Do you let other people steal your energy? Consider the ways in which you are saving and expending resources, and make changes accordingly.

Super
Bueno

You
Got
This!!

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 27: Catch Up Day

- Tidy: Other
- Congratulations for finishing the first 4 weeks! What do you need to catch up on today? Do you have a fun family activity planned for today? Or maybe a new class? Tidy a section of your home not previously listed.

You Are
Lovable

Date:

Gratitude

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| <input type="checkbox"/> Meditation | <input type="checkbox"/> Sleep (night before) _____ |
| <input type="checkbox"/> Stretch | <input type="checkbox"/> Exercise _____ |
| <input type="checkbox"/> Read | <input type="checkbox"/> Other _____ |

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

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| <input type="checkbox"/> Organize | <input type="checkbox"/> Life | <input type="checkbox"/> Tidy |
|-----------------------------------|-------------------------------|-------------------------------|

Day 28: Reflections

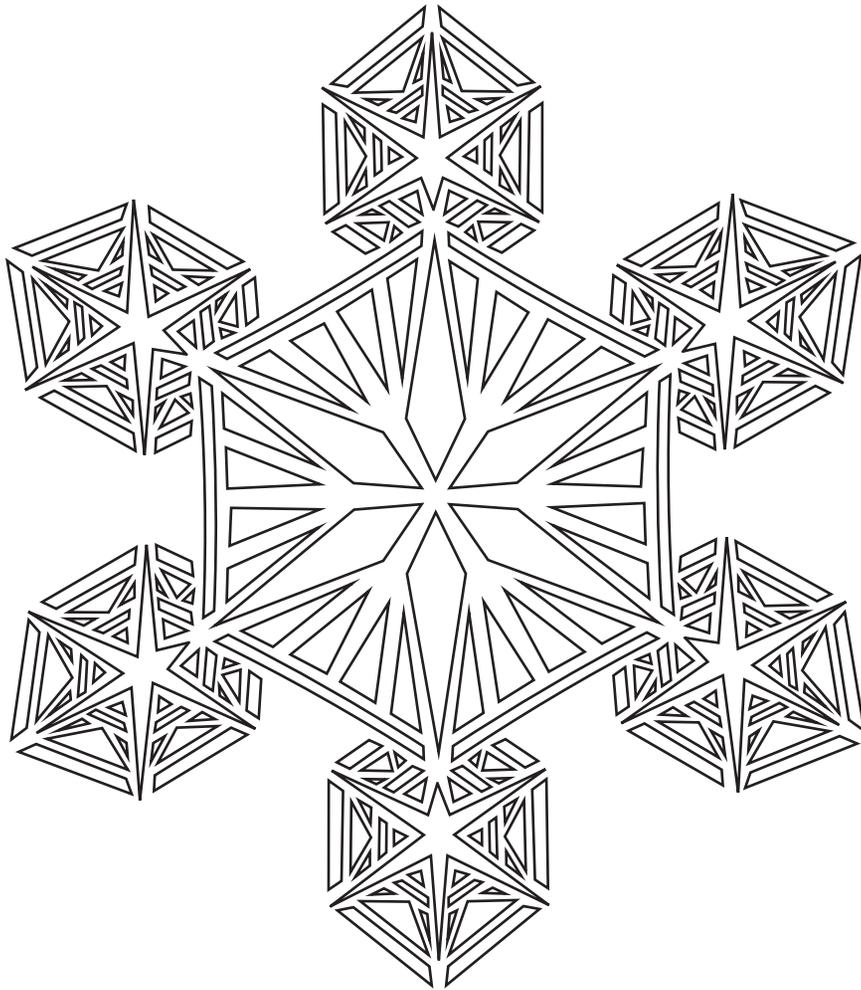
- Tidy: Wash windows

How are you feeling about what you've done this week?

What have you learned?

What are you excited about?

What are you proud of?



Week 5

Day	Focus	Organize	Life	Tidy
29 Monday	Health	Home Décor & Linens	Home Environment	Dust/Wipe Surfaces
30 Tuesday	Relationships	Dining Room	Friends	Clean Bathrooms
31 Wednesday	Career	Sentimental Items	Helping Others	Vacuum/Mop
32 Thursday	Spirituality	Photos	Other Spiritual Practices	Laundry
33 Friday	Finances	Gifts	Donating	Paperwork, Tidy Desk, Comp. Files
34 Saturday	Catch Up	Catch Up	Catch Up	"Other"
35 Sunday	Reflections	Reflections	Reflections	"Other"

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 29: Health

- Organize: Home Décor, Linens
- Life: Home Environment (feeling)
- Tidy: Dust/Wipe Surfaces

Home Assignment

Walk around the inside of your home and snap some photos. Doing this will help give you a different perspective of what you're looking at. Take particular note of the décor in each room. Then look on Pinterest, or through some home decorating magazines. How can you update your décor so that it is reflective of you, your style, your passion, or what you love? Declutter and organize your linen closet, but make a plan to freshen up the look of your home. Even if it's just rotating through seasonal decorations, putting a bouquet of flowers in a vase, or switching out some pillow cases, put a new spin on the visual elements of your home. Dust and wipe down surfaces.

Life Assignment

In addition to the visual elements of your home, what are your other senses telling you? How do you feel when you're at home? Pay attention to these clues. As someone who intuits a lot of information through feeling, I've learned to acknowledge and respond to the messages I get from my body. Some examples feel like chills, warmth, an ability to breathe more deeply, or a squished feeling. I also have a highly attuned sense of smell. Take note about how you feel in different parts of your home. Sometimes these feelings are a direct result of clutter, a lack of clutter, or other physical elements in that space. (Continued on the next page)

The feelings also may be generated by memories, past events, or other energetics in the space. You may want to light some candles, burn some incense, use a tuning fork, or do another type of space clearing ritual you've learned. For really stuck energy, call a professional who can come to your home to help you.

May Your
Home Be
Filled With
Love

You Are
Precious

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____
 Veggies: _____ Healthy Carbs: _____
 Fruit: _____ Other: _____
 I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 30: Relationships

- Organize: The Dining Room
- Life: Friends
- Tidy: Clean Bathrooms

Home Assignment

Where do you eat? Do you have a formal dining room? Or do you have a table in the kitchen? Spend some time decluttering and organizing your eating spaces today. It's also the day to clean the bathrooms.

Life Assignment

I love the Jim Rohn quote about being the average of the 5 people you spend the most time with. Be conscious of who you choose to let into your sphere of influence. Much like optimizing your environment for productivity, surround yourself with people that support you, that inspire you, that motivate you, and that love you! And do the same for those people. Make some time to connect with a friend today, and do something nice for them. You may want to tell them how important they are to you, make/buy them a gift, write them a note, or give them a big hug!

Date:

Gratitude

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|-------------------------------------|---|
| <input type="checkbox"/> Meditation | <input type="checkbox"/> Sleep (night before) _____ |
| <input type="checkbox"/> Stretch | <input type="checkbox"/> Exercise _____ |
| <input type="checkbox"/> Read | <input type="checkbox"/> Other _____ |

Nutrition Tracking

Protein: _____ Healthy Fat: _____
 Veggies: _____ Healthy Carbs: _____
 Fruit: _____ Other: _____
 I drank this much water today: _____

Today I would like to:

- Organize Life Tidy

Day 31: Career

- Organize: Sentimental Items
- Life: Helping Others
- Tidy: Vacuum/Mop

Home Assignment

Organizing and decluttering your sentimental items may seem like a big task, but because you've done all the other exercises in this book, you are ready for the challenge. Trust me! Separate the past from the present. Don't commingle sentimental items with everyday items, unless they are both sentimental and used regularly. When we let our sentimental items invade our everyday life, it can be hard to be present, and we can get stuck in the past. Some people think that if they take the tchotchke's from their great-grandmother off the shelf, they will feel a sense of guilt. It's almost like an unspoken obligation or non-verbal contract to hold this "stuff". Not only can these objects provide a physical burden, they are almost always attached to some other emotional weight that is not your responsibility. Although it may seem irrational, many people do have very real superstitions, or a fear of being haunted if they reject items from a loved one who has passed. If this is the case for you, I have a few referrals for professionals who help people shift these types of beliefs. Logic usually doesn't work in these instances. That's totally normal. If you decide to keep them, photograph them, package them up, label the boxes, and store them all together in a section for sentimental stuff. Categorize as you go. For example, put your collection of Aunt Ethyl's teapots together in a box, and store it with the other figurines of Aunt Ethyl's that you aren't willing to part with. (Continued on the next page).

If it's really important to continue looking at sentimental items every day, curate a small "sentimental" area of your home, and rotate what is on display. You don't need to be a minimalist, but please let go of items you are simply holding onto out of guilt or fear. Fill your home with items that you truly love, and ones that let you live your life. Vacuum and mop today.

Life Assignment

How do you help others? Write down 10 things you have done that made life easier for someone else. Are you an obliger who can't say no to other's requests, yet evade your own personal responsibilities? Do you need to say no more often? How can you either help others more, or help yourself meet your own obligations before helping others? According to the law of reciprocity, you get what you give. However, many generous people need to practice the art of receiving. It's actually quite a gift to the gift giver if you allow yourself to receive their gift without automatically reciprocating. Do you need to practice more giving or more receiving?

You
Inspire
Me

Date:

Gratitude

- .
- .
- .

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Meditation | <input type="checkbox"/> Sleep (night before) _____ |
| <input type="checkbox"/> Stretch | <input type="checkbox"/> Exercise _____ |
| <input type="checkbox"/> Read | <input type="checkbox"/> Other _____ |

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize Life Tidy

Day 32: Spirituality

- Organize: Other Spiritual Spaces
- Life: Other Spiritual Practices
- Tidy: Laundry

Home Assignment

Do you have other spiritual spaces you'd like to cultivate in your home? This might mean creating an altar, a crystal grid, or a special space to sit and meditate. Create or refine this space today. It's laundry day!

Life Assignment

What other spiritual practices do you do? Do you do Reiki? Say prayers? Communicate with your spirit guides? Send healing vibes to the world? Call in angels? Create a vortex with crystals? Charge up your intuition and connect with your higher self, in whatever way works for you.

Kindness

Date:

Gratitude

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- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____
 Veggies: _____ Healthy Carbs: _____
 Fruit: _____ Other: _____
 I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 33: Finances

- Organize: Gifts
- Life: Donating
- Tidy: File Paperwork, Tidy Desk, Computer Files

Home Assignment

Many homes have a pile of items reserved for “gifts”. Some are for last minute hostess gifts, and others are collected for specific people. Get your gift section in order. Make sure you know what you have, and can find it when you need it. File your paperwork, tidy your desk, and organize your computer files. Check your bank account and pay bills.

Life Assignment

Where do you donate your time, money, or unwanted items? Which organizations do you like to support? Do you regularly contribute to society? Is there an organization that you’ve been meaning to donate to, yet keep forgetting? Make a contribution, or set up a reoccurring donation. Today is also a really good day to drop off donations at your local thrift shop or organization of choice, if you haven’t done that recently.

Date:

Gratitude

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Meditation Sleep (night before) _____

Stretch Exercise _____

Read Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

Organize Life Tidy

Day 34: Catch Up Day

• Tidy: Other

You're almost done!! You made it!! Give yourself a huge pat on the back. Reward yourself with something really meaningful today. Catch up on some self-love!! This may seem a little silly, but pretend you are a dog. Praise yourself out loud, like you would a good dog. "Good job!! Very good job!! Absolutely perfect in every way! You're doing great! You're doing it!! Very, very, nice. Nicey nice." If you've ever seen me walking my dog, you've probably heard all of this! Tidy up another space that you've been meaning to get to, and this could mean your self talk.

Peace

Date:

Gratitude

- .
- .
- .

- Meditation
- Stretch
- Read
- Sleep (night before) _____
- Exercise _____
- Other _____

Nutrition Tracking

Protein: _____ Healthy Fat: _____

Veggies: _____ Healthy Carbs: _____

Fruit: _____ Other: _____

I drank this much water today: _____

Today I would like to:

- Organize
- Life
- Tidy

Day 35: Reflections

- Tidy: Other

Heck yeah!! You did it!! Rock on!! Tidy up another space not listed and reward yourself! This could be something from your rebellious section. Put on your badass sunglasses, turn up the volume on your stereo, break out your leopard print jacket, and go show the world what you're all about! Mega bonus points if you decide to go get a tattoo today!

How are you feeling about what you've done this week?

What have you learned?

What are you excited about?

What are you proud of?