



# Paper Organizing Retreat Syllabus

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**WATCH THE ORIENTATION REPLAY AT [ORGANIZE365.COM/ORIENTATION](https://organize365.com/orientation)**

**PURPOSE OF PAPER ORGANIZING RETREATS:** At Organize 365® our research has shown that Americans are drowning in a tsunami of paper. The Organize 365® Paper Organizing Retreats pair our proven and sustainable paper organizing solutions with a fun and focused retreat-style weekend to tackle the paper and ditch your filing cabinet.

Paper is so important, but not typically urgent, until you have an emergency. It is easy to ignore your paper piles, disorganized filing cabinet, or lack of ability to find a document until the eventual emergency rears its ugly head.

A Paper Organizing Retreat will help you get your papers organized in our tried and true Organize 365® Binders that are ready to support all life stages and unexpected events.

- OBJECTIVES:**
- Eliminate up to 80% of paper you are saving but do not need.
  - Replace your ineffective filing cabinets with portable and efficient binders.
  - Learn new ways to organize and maintain your paper.
  - Have access to certified organizers that will get to know you and help you decide what to keep and what to shred.
  - Set up your Sunday Basket® for actionable papers.
  - Get organized quickly with dedicated time and space to get it done.
  - Make friends and enjoy the process of getting your papers organized.

- SUPPLIES:**
- ☐ [The Financial Binder](#)
  - ☐ [The Household Operations Binder](#)
  - ☐ [The Home Reference Binder](#)
  - ☐ [The Medical Binder](#)
  - ☐ [The Sunday Basket®](#)
  - ☐ [Notepads \(small and large\)](#)
  - ☐ [Highlighters, Colored Pencils and Pens](#)
  - ☐ Your Paper!

**MINDSET AND TIMELINE FOR** It's time to face it - we thought we would be living in a paperless world, and we are not. Paper is not going anywhere. It's time to get your paper in order and be

**TRANSFORMATION:** prepared.

1. The digital society we all thought was promised is far from a reality. The paper won't organize itself, and YOU are the best person to organize and maintain your paper.
2. You don't need 80-85% of the paper you are keeping - but how do you know what to keep and what to shred? Don't allow a lack of desire and knowledge about sorting through your paper slow you down. Let the Organize 365® team be there to learn about your life and paper needs to help you figure this out. You will be sorting with ease at the retreat!
3. Interruptions and distractions at home make it nearly impossible to tackle this project, and it will take ten times longer to do it alone.
4. You CAN get through your papers in one weekend. And it can be FUN.

**PAPER ORGANIZING RETREAT PROCESS:** What to expect at The Paper Organizing Retreat:

Select the location and date [here](#).

Start by filling your vehicle with ALL your paper. Bring ALL of it - everything you can fit.

### **The Paper Organizing Retreat Agenda**

#### Saturday

9:00 am - Arrive

- Unload your car (assistance will be available as needed) and meet your weekend friends
- Receive hugs

9:30 am - Lisa Woodruff presents, "Welcome & Getting Started"

- Introductions and Announcements
- Enjoy shopping for any additional needed supplies at the pop-up Organize 365® Shop
- Review the Paper Organizing Survey and learn what to shred.

10:15 am - Start Paper Decluttering with Professional Organizers

12:00 pm - Lunch (provided)

12:30 pm - Work with Professional Organizers as you continue to sort

2:30 pm - Onsite Shredding begins

3:00 pm - Lisa Woodruff presents, "Sorting by Project"

3:30 pm - Work with Professional Organizers and sort remaining papers into projects

4:00 pm - Book Signing with Lisa Woodruff

5:00 pm - Pop-up Organize 365® Shop closes for the day

5:00 pm - Dinner Break (on your own - great time to get to know your fellow paper organizing retreaters!)

6:30 pm - Lisa Woodruff presents, "How to Pick Your Next Project & Get Started"

7:00 pm - Continue to work with Professional Organizers

## Sunday

9:00 am - Focus time to finish your projects from yesterday with assistance of the Professional Organizers

12:00 pm - Lunch (provided)

1:00 pm - Live Sunday Basket® Workshop with Monique Horb and the Organize 365® team

### **TIPS FOR SUCCESS:**

- Pack your car and drive safely!
- Create realistic expectations for yourself, based on the amount of paper you have to get organized. Your goal will be to go home with ONLY the paper you need. Decluttering and sorting will be completed, but you may still have to finish some of the binder organization and refine your new paper organizing solutions.
- Make sure you bring ALL the paper for the weekend. Don't question it, and don't leave paper behind. BRING IT ALL.

### **OUTCOMES:**

Expect to have a fun, memorable weekend meeting Lisa Woodruff, the Organize 365® team and others from the community! Here is how others have described it:

- *I can't believe how much paper I got rid of!*
- *I know where all my paper is now. Such a relief!*
- *I understand the Sunday Basket® better, having done it in person.*
- *I had so much fun being with Organize 365® and got so much more done than I EVER could have at home.*

### **NEXT STEPS IN YOUR ORGANIZATIONAL JOURNEY:**

The more Organize 365® solutions you use, the more time and organizational success you acquire. Organize 365® clients typically implement all the solutions over a period of 6-18 months. This allows them to make the invisible work visible, get organized, experience less daily frustration, and spend more time doing the things they are uniquely created to do.

- **[The Friday Workbox®](#)**
  - We offer two selections - a Business Friday Workbox® (for all careers other than teaching/educators) and an Education Friday Workbox® (for teachers and educators)
  - The Friday Workbox® will provide you with a proven solution and teach you habits similar to those of The Sunday Basket®, but for your work.
  - [Listen to The Friday Workbox® Podcasts](#)
- **[The Productive Home Solution®](#)**
  - Includes four binders to replace your filing cabinet (The Household Operations Binder, The Medical Binder, The Financial Binder, and The Household Reference Binder)
  - A complete Home Organization Course - Listen to [Bite Size Organizing](#) - get your home organized in 15-20 minutes per day.

- **The Paper Solution™ Certification**
  - Are you a Professional Organizer that wants to have the maximum impact on a client's organizational success? Do you want to host your own in-person paper organizing events using Organize 365® tried and true approach to paper? Join The Paper Solution® Certification.

