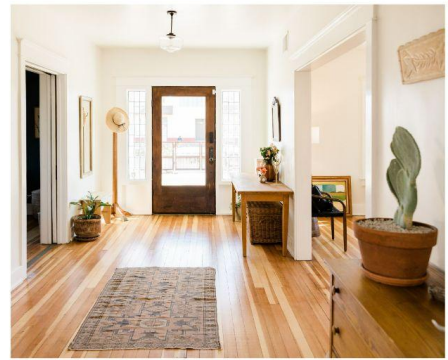




The Productive Home Solution™ Syllabus



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

**PURPOSE OF THE
PRODUCTIVE HOME
SOLUTION™:**

At Organize 365® our research has shown that organization is a learnable skill. The Productive Home Solution™ offers a proven solution for finally achieving sustainable organization in your home. The Productive Home Solution™ combines research and over 20 years of experience. It is the ORDER and the TASKS you do that achieve an organized home.

The Productive Home Solution™ is your partner for success! You will learn how to best accomplish an organized home and an organized approach to life. The Productive Home Solution™ provides courses for all learning modalities, physical binders to eliminate filing cabinets, and planners and planning days to teach you how planning = productivity. We know you are busy! The Productive Home Solution™ is designed to work with your busy schedule with daily tasks to move you closer to the life you want in as little as 15-20 minutes per day.

OBJECTIVES:

- Learn how to tackle organization one task at a time.
- Implement functional organization that actually works.
- Love your home again by eliminating the frustration and overwhelm that comes from feeling disorganized and spending too much time trying to keep up.
- Achieve home organization that is sustainable.
- Plan for productivity and success with access to Planning Days with Lisa.

SUPPLIES:

- ☐ [The Productive Home Solution™](#) which includes:
 - ☐ The Financial Binder
 - ☐ The Home Operations Binder
 - ☐ The Home Reference Binder
 - ☐ The Medical Binder
 - ☐ The Productive Home Solution™ Playbook (*ships in December 2022*)
 - ☐ The Productive Home Solution™ Dashboard with daily tasks, videos of my home organization, tips, and resources
- ☐ [Planning Day](#)
 - ☐ Planning Day Workbook

HOW TO GET STARTED:

1. Commit to 15 minutes (minimum) per day to complete an organizational task for a full year. (You probably spend more time than that scrolling on your phone?)
2. Give yourself a FULL year. I know you want this done tomorrow, but give yourself and The Productive Home Solution™ the gift of time to make this transition. Easy come, easy go, right? This transformation is all about creating sustainable organizing which takes time.
3. Attend [Planning Day](#), and get the subscription. You deserve this time to plan with me and stay focused on productivity, and gain a better understanding of your time and priorities! Planning Day is a gamechanger!
4. Go ALL in - attend an in-person or virtual [Paper Organizing Retreat](#) (we have several planned in the upcoming months), get The Sunday Basket®, and embrace the productivity and time you are creating for yourself through these solutions.

TIMELINE FOR TRANSFORMATION:

What to expect each cycle for the first year in The Productive Home Solution™:

At Organize 365®, we plan by trimester. Learn more about Lisa's 3 New Years by listening to [Podcast 134](#). Each season is 4 months. We typically classify these as Fall, New Year, and Summer. (For example, if you start in September your Season 1 would be Fall, then, Season 2 would be New Year, and Season 3 would be Summer.)

Season 1

1. Planning Day will feel like a flood of information. It is refreshing, thought-provoking, and overwhelming. Listen to the replay of Planning Day as many times as needed. Do not try to memorize it or implement everything. This is why we do Planning Day three times per year. Your mindset will begin to change over time.
2. Pick your category of organization that you want to complete during this round. You can pick any category - if you already have one area that is close to being done, this would be a good place to start. Otherwise, we recommend starting with Personal Spaces. [The Sunday Basket®](#) plays a vital role in the organization of Personal Spaces - be sure to have it as part of your organizational routines. If you do not have a Sunday Basket® routine - you may want to start with this.

Season 1 Success Checklist:

- ☐ Do an organizational task for 15 minutes each day
- ☐ Watch and complete all the course videos in the category you selected
- ☐ Go through your Sunday Basket® each week
- ☐ Join and complete the seasonal Blitz offered by Organize 365® to complement your organizational successes

Season 2

1. Planning Day will feel better and less overwhelming this time around. You will be able to fill out your planning day workbook more quickly and easily, and have a better understanding of how time passes in a home. We recommend you listen to the replay. Continue to implement the top priorities and move on. Don't try to take on too much or memorize all of the Planning Day information.
2. Complete your planning pages.
3. Pick a second category of organization to complete during this round. If you organized the recommended Personal Spaces during your first season, then we recommend organizing your Storage Spaces for this round.
4. Continue to maintain your first category of organization. If you started with Personal Spaces, you will want to set aside time to keep those areas organized. For example, you may want to redo your closet one weekend, go through your backpack or purse, and continue your weekly Sunday Basket® routine.

Season 2 Success Checklist:

- ☐ Do an organizational task for 15-30 minutes each day
- ☐ Incorporate 1-2 day-long organizing sessions (more, if your schedule allows)
- ☐ Watch and complete all the course videos for the category you selected
- ☐ Maintain your organization in the category you completed in Season 1
- ☐ Go through your Sunday Basket® each week
- ☐ Join and complete the seasonal Blitz offered by Organize 365® to complement your organizational successes

Season 3

1. You will look forward to Planning Day during this round! You will be able to quickly absorb the information, complete your Planning Day Workbook and be ready to optimize your organization in this season.
2. Pick your third category to be completed by the end of this round. In your third season, we recommend the organization of your Family / Communal Spaces. These spaces include the kitchen, living spaces, closets, and family bathrooms. We have found that the organizing in these areas doesn't last as long. The more people in your home, and the younger they are, the less control you have over these areas staying organized. Focus on areas that are more seldomly used by other family members, such as kitchen cabinets and living room storage areas. For the higher traffic areas, focus on decluttering, organizing for the season you are in, and implementing guidelines for the family to help maintain the space (daily and weekly tidy checklists). By now, your family has seen your success. They are ready to help and support, with your encouragement and accountability.
3. Don't lose focus of your first two categories that you organized during Seasons 1 and 2. Continue to maintain your Personal and Storage Spaces by setting aside time as needed. Audit your closet organization (redo as

needed), continue your weekly Sunday Basket® routine, and keep up with your Storage Spaces.

Season 3 Success Checklist:

- ☐ Do an organizational task for 30 minutes each day
- ☐ Incorporate 1-2 day-long organizing sessions (more if your schedule allows)
- ☐ Watch and complete all the course videos for the category you selected
- ☐ Maintain your first and second areas of organization
- ☐ Go through your Sunday Basket® each week
- ☐ Join and complete the seasonal Blitz offered by Organize 365® to complement your organizational successes
- ☐ Add a 15-30 minute tidy session each day

Paper Organization:

There are two popular options for getting your paper organized:

1. Option 1 - Paper Organizing Retreat
 - a. These are offered as [in-person](#) or [virtual](#) events
 - b. These retreats allow you to get everything started and well underway in one weekend with the support of a [Paper Solution® Certified Organizer](#)
 - c. You will be able to finish your paper organizing at home with ease after a very productive weekend retreat
2. Option 2 - Do one Organize 365® binder each season
 - a. The binders will allow you to stay organized for decades to come!
 - b. Dedicate a few hours each season setting up each binder.
 - c. The Sunday Basket® helps you maintain your binders. Once the binders are set-up, you will spend less than 10 hours per year maintaining them.

TIPS FOR SUCCESS:

Here are some things to look out for to ensure you are getting the most out of The Productive Home Solution™:

- Don't try to do it all at once. Organization and habits are built one step at a time. Give yourself the FULL year. If you are frustrated or overwhelmed, take a step back and focus on decluttering - grab a trash bag and fill it. Then, go back to the program and follow the course videos.
- Don't jump around from one category to another. Pick one and stick with it until it is done. You will at times feel distracted by another area or space in your home that requires attention. It's okay - keep going with the category you have committed to, knowing that you will get to the next category soon. A done space can be maintained easily, whereas a half-done space will quickly go back to being disorganized. Stay focused.
- The daily tasks are simple for a reason. Keep it simple. Avoid overcomplicating the tasks or trying to take on too much. For example, do not empty out the whole kitchen, garage or closet. This will create overwhelm and frustration. The 15 minute tasks allow you to stop when

you are tired or when life happens, without leaving things in a larger disarray. If you have time and energy you can do multiple 15 minute tasks per day, but do not start the next tasks until you've finished the first one.

- We have found that starting with Personal Organization is truly the best approach. If you've traveled on an airplane, you know that you are supposed to put on your oxygen mask before helping those next to you, so that you don't run out of air while helping others. The same could be said for organizing. By organizing yourself first, you are able to gain efficiencies and easily maintain that organizational success to power you through the other categories and areas in your home. Grow your organization muscles by organizing yourself first! Then, you'll be able to more aptly apply these skills and gain buy-in from your family when moving into more communal spaces.

OUTCOMES:

The Productive Home Solution™ is the ORDER and the TASKS you do that achieve an organized home in 15-30 minutes each day. What does an organized home feel like? Here is how The Productive Home Solution™ clients describe their outcomes:

- *I can relax at home.*
- *I don't feel I have to keep doing the same organizing over and over anymore. I'm actually done and can read a book or enjoy my hobbies again.*
- *My house doesn't talk negatively to me anymore.*
- *I am inviting people over. I didn't realize I had stopped doing that.*
- *I can easily find things for me and my family!*
- *I am saving money and am more intentional with my money.*
- *I have more time to spend with my family and can be more present with them.*
- *I am proactive in my life, instead of reactive. What a relief!*

PURPOSE OF THE PRODUCTIVE HOME SOLUTION™ PLANNING DAY:

As Dale Carnegie said, "An hour of planning can save 10 hours of doing."

Time is going to pass. Productive, purposeful people know that planning is the difference between working on your plans and someone else imposing their plans on you. Have you ever found yourself saying or thinking:

- "There just isn't enough time."
- "You can't do it all."
- "There is no such thing as work/life balance."

Organization is where time comes from. The Productive Home Solution™ Planning Day will allow you to unlock a life based on proactivity, positivity, and productivity. Living a reactive life can go on indefinitely. Put that in your rearview mirror. Moving to a purposeful, positive, and productive life is a lifelong pursuit that takes dedication and discipline. [The Productive Home Solution™ Planning](#)

[Day](#) will teach you the habits and strategies to make the most of your time, set and achieve your goals, and live a proactive life.

OBJECTIVES:

- Plan for productivity and success
- Create better habits
- Eliminate your (neverending & unachievable) to-do list
- Map out a realistic plan for sustainable organization
- Fall in love with your home life again
- Prepare for and look forward to the holidays
- Acknowledge your hard work and celebrate yourself
- Build in habits that fill your cup
- Establish routines that serve you and your family
- Minimize frustration with family because they can't "read your mind"

**MINDSET AND
TIMELINE FOR
TRANSFORMATION:**

Planning Day is an essential add-on to The Productive Home Solution™, because it allows you to plan out your trimester. Organize 365® clients often report that it allows them to get organized even faster.

The only person that can give you more time is YOU!

When was the last time you GAVE yourself time to plan? Time to truly plan and dream. The transformation from attending Planning Day will come from multiple areas:

1. Productivity builds on itself. Running a home is not meant to be like Groundhog Day. You must change and evolve what you are doing.
2. Planning takes time. Focus on one or two habits each trimester. This will create a sustainable change in your habits, and these habits will STICK!
3. Who do you admire that demonstrates habits that you want to develop? Observe what they do to help you determine the changes or habits you want for yourself.
4. You have many roles and responsibilities. What is your primary role that you want to focus on this trimester?
5. Getting your Sunday Basket® set-up and completing your tasks in The Productive Home Solution™ will continuously free up more time for YOU. The more organized you become, the more time you will have for what you are uniquely created to do. Trust the process. Keep going.
6. Finishing organization tasks will help you unlock future time.

**PLANNING DAY
PROCESS**

In preparing for Planning Day, we recommend you do some homework before the live event or watching the replay.

1. Watch or listen to [The Productive Home Solution™ Orientation](#) replay
2. Clean out your Sunday Basket®
 - a. Eliminate old projects and slash pockets that held work that is now finished
 - b. Organize new index or notecards with ideas-usually done during/after Planning Day-moved below

- c. Re-label slash pockets (you will make some new slash pockets and refinements after planning day also.
 - d. Refresh your Sunday Basket® and your mind of the possibilities
3. Review your new workbook

On Planning Day, we will:

1. Review the last trimester (cycle)
2. Brian Dump - get out all the ideas or things that are in your head, so you can be free to think clearly
3. Focus on what the next 120 days look like in your role
4. Review and update the next 12 months of big events
5. Complete a time allocation activity that will look at your weekday / weekend routines and habits and how you spend your time
6. Determine which new habits you would like to create
7. Review Housework:
 - a. Plan meals
 - b. Plan laundry routines
 - c. Plan Sunday Basket® time and errands
 - d. Plan cleaning schedules
8. Review Organizing:
 - a. Select your zone for The Productive Home Solution™ - Personal, Storage, Family / Communal Spaces, and Paper Organization
9. Put it all together in your ideal week
10. Plan your next 120 days

Get ready to RUN your plan!

TIPS FOR SUCCESS:

Here are some tips for making the most out of your The Productive Home Solution™ Planning Day experience and optimizing your results:

- Go through your Sunday Basket® before Planning Day
- Wait 24 hours before you watch the Planning Day replay
- Sign up for the subscription plan after Planning Day to establish the Planning Day Habit. The Planning day subscription plan includes the Workbooks and FREE shipping.
- Focus on one to two primary roles each cycle - don't try to focus on too many roles!
- Organize new index or notecards with ideas
- Re-label slash pockets to fit your new plan for the season
- Pick one area of The Productive Home Solution™ to focus on this trimester (cycle) and potentially a bonus area. Don't overcommit - focus on establishing new habits and completing all the tasks in one area.
- Avoid trying to memorize the whole planning day - implement what you learn a little at a time. Expand on your planning skills with each planning day.

OUTCOMES:

What does it feel like to achieve success from implementing the skills learned in Planning Day?

Here is how The Productive Home Solution™ Planning Day clients describe their outcomes:

- *I'm not staring at blank pages that I'm scared to fill in anymore!*
- *The tools I learned in planning day are paying me back in TIME everyday.*
- *It felt so good to not just wish for my success, but actually make a plan for how I was going to make it happen.*
- *I finally learned how to PLAN vs. using my planner as a glorified date book.*
- *I don't feel I have to keep doing the same organizing over and over anymore. I'm actually done and can read a book or enjoy my hobbies again.*
- *I have more time to spend with my family and can be more present with them.*
- *I am proactive in my life, instead of reactive. What a relief!*

NEXT STEPS IN 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 Sunday Basket®](#)**
 - Eliminate paper piles & to do list
 - Learn the foundational skills of organization
 - Build routines for paperwork, phone calls, paying bills and planning out your week
 - Save 5 or more hours each week
 - [Listen to The Sunday Basket® Podcast Playlist](#)
- **[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](#)

