



The Sunday Basket® Syllabus



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

PURPOSE OF THE SUNDAY BASKET®: At Organize 365® our research has shown that organization is a learnable skill. The Sunday Basket® system teaches the foundational skills of organization while moving you from a reactive to a proactive life.

Learn how to harness the power of an organizational system for papers, to-dos, ideas, events, bills, commonly misplaced items, and so much more. Earn back up to 5 hours per week in the next 6 weeks.

OBJECTIVES:

- Eliminate paper piles & to do list
- Learn the foundational skills of organization
- Establish routines for paperwork, phone calls, paying bills and planning out your week
- Move from a reactive to a proactive life
- Save 5 or more hours each week
- Create a system that makes the invisible work visible for you and your family

SUPPLIES:

- ☐ [The Sunday Basket®](#)
- ☐ Extra Slash Pockets
 - ☐ [1.0](#) (Multi-color pack)
 - ☐ [2.0](#) (Additional colors as needed)
- ☐ [Portable Sunday Basket®](#) - perfect for weekly slash pockets and [Organize 365® binders](#)
- ☐ [2.0 Tabs, Highlighters & Pencils in colors that coordinate with your Slash Pockets](#)
- ☐ [Notepads \(small and large\)](#)

TIMELINE FOR TRANSFORMATION:

What to expect for the first 6 weeks of implementing The Sunday Basket®:

Week 1: During the first week, your focus is to get all your active papers into the Sunday Basket®. If you are able to do this, and process the physical pile of papers (even with no slash pockets), this is a win.

Week 2: Keep putting all items and thoughts on index cards into the basket. On Sunday (or your designated day of the week), process the physical pile, the index cards with your thoughts, notes, ideas, and to-dos. If you still do not process the slash pockets on the second week, that is fine - you are still making progress!

Week 3: This is the week when The Sunday Basket® routine is starting to feel important. You will want to prioritize this time every week. Continue consistently adding all items and thoughts on index cards into the basket. You will feel like you are making progress in your backlog of miscellaneous to-dos. You are ready to process through the 1.0 slash pockets. Set aside time this week to set those up and learn how to use those. On average, this takes around 2 hours. You can also attend The Sunday Basket® Club this week. The big wins in week 3 are sticking with it, adding in the 1.0 slash pockets, and attending your first Sunday Basket® Club session.

Week 4: This habit is now part of your week. You are naturally writing down all your thoughts to get them out of your head and into your Sunday Basket® for safe keeping. Once they are out of your head, this frees your brain to dream and allows you to think bigger and more expansively. This is NOT a fluke - this is a result of The Sunday Basket® system being used for your to-do list and as a holding place for thoughts and ideas. Your focus for this week will be putting all items and thoughts on index cards into the Sunday Basket®. Process the physical pile PLUS the index cards. Use the 1.0 slash pockets and attend the live Sunday Basket® Club or watch the replay each week (if you find this helpful).

Week 5: You are now tailoring The Sunday Basket® routine for your life. This is where you get to really figure out what works best for you. You have solidified many of the habits that provide big results. Now it is time to refine what you are doing.

- What day and time is best for you? Add your Sunday Basket® time to your calendar every week (block out 90 minutes).
- Is using the weekly review process and 1.0 slash pockets all you need? Do you want and require more?
 - Add in the 2.0 slash pockets as needed
 - Consider attending a [Sunday Basket® workshop](#) or 1-1 session with a [Certified Organizer](#)
- What continued community support do you find helpful?
 - The Sunday Basket® Club weekly live sessions
 - Replays of The Sunday Basket® Club
 - Q&A on the Organize 365® App
 - None (This is fine, too!)

Week 6: CONGRATULATIONS! You will be feeling like a weight has been lifted off your shoulders. You've gotten your brain back and have relieved your kitchen counters of the paper piles! You have a system and a routine that is working for you. Make sure you keep up with the habits you have established, in order to

feel continued results and gain back an average of 5 hours per week. Remember - if it can wait until Sunday, it MUST wait until Sunday!

TIPS FOR SUCCESS:

1. Be consistent. Consistency is key. Even if you can't dedicate as much time as you would like to the process - short, consistent Sunday Basket® time is better than not doing it.
2. Do not try to do all 25 slash pockets in the first week. If you empty your Sunday Basket® and process 60-80% of the contents, that is a win!
3. It is completely okay and normal to put items back into the big section for the next week. This is especially true when you are just getting started, or when you are experiencing unexpected events and have less time.
4. Find an accountability partner. This could be a friend, family member, or The Sunday Basket® Club. Join the Sunday Basket® Community Group in Organize 365® App, and attend the Live Sunday Basket® co-working time on Sundays from 5:00-6:30 p.m. ET. Get your questions answered and ask for support or ideas as needed.
5. During the week, put EVERYTHING in the basket that can wait until Sunday (or your designated day).
6. Audit your Sunday Basket® - don't be afraid to get rid of or relabel slash pockets. This system is designed to help you stay organized, proactive and productive through all life stages and unexpected events. Your Sunday Basket® should transform with you.
7. Go through your 2.0 slash pockets at least once a month. If a project is finished or is no longer a priority - clean out the slash pocket, peel off the label and recycle it. Stay clear on your priorities.
8. Do not use your Sunday Basket® for papers that should be put into Binders. You want to keep the focus of your Sunday Basket® on ACTIONABLE items or things that you will need within the next 6 weeks.
9. Use [Task Batching](#) and [Task Stacking](#). Front-load your plan for your week. Get your tasks done early in the week.
10. [Check out the NEW Sunday Basket® course videos in your Dashboard](#)

OUTCOMES:

The Sunday Basket® is a tool to move your life from reactive to proactive and productive! This system is so much more than a box with slash pockets. This is a complete system that is designed to teach you how to establish the habits that will move you from responding to planning and from out of control to the driver's seat.

Organize 365®'s mission is to support you in learning the skill of organizing, so that you can get your time back to do what you are uniquely created to do. The Sunday Basket® has been proven to free up 5 hours each week once you establish your weekly Sunday Basket® routine. Organizational habits are where time comes from. The Sunday Basket® has collectively saved over 3 million hours! Listen to [Podcast 475](#) to learn more about how we calculated this number.

The habits you will learn from implementing The Sunday Basket® system will allow you to experience outcomes, such as those described below by current Sunday Basket® clients:

- *I don't feel anxious anymore*
- *I feel like I can breathe*
- *My brain is able to think again*
- *My brain is quiet and not racing through all my forgotten to-dos all day*
- *I feel in control*
- *I am not missing things, paying bills late, and unprepared*
- *I am making better decisions*
- *I am spending my money more intentionally*
- *I am more present for my life*

NEXT STEPS IN ORGANIZATIONAL JOURNEY:

The more Organize 365® solutions you use, the more time and organizational success you acquire. Organize 365® customers 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 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 Friday Workbox®](#)**
 - We offer two selections - a Business Friday Workbox® (for all careers other than teaching/educators) and 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](#)

ADDITIONAL RESOURCES:

- [Visit our webpage dedicated to all things Sunday Basket®](#)
- [Listen to The Sunday Basket® Podcast Playlist](#)
- [Watch The Sunday Basket® Orientation Replay](#)

