



Move in the Direction of Your Goals through Organization

Laundry Basket Exercise

1. Gather all papers off your desk, chair, briefcase or wherever else you have them stashed away and get a Laundry Basket. A box or any other large container will work just as well. Put everything into the Laundry Basket without sneaking a peak at them. Set aside a specific amount of time to address each item in the basket.

2. Apply the One Touch Paper Method. The goal is to empty the basket. As you pick up each piece of paper you make a decision to place it on one of the following piles. The paper cannot leave your hand until you make the decision where it belongs. No shuffling. Do NOT take action on anything (such as make a call or type up an email). Move the Paper to the appropriate pile/folder. We recommend that you create a pile or file folder for each of the following.

- a) **Read** – items that you want to browse or need to read
- b) **Work In Progress (W.I.P.)** – items you have worked on and require a response
- c) **To Do** - tasks that you personally need to do
- d) **Ditch** – items to get rid of now. Have a garbage can sitting next to you and be ruthless.
- e) **Delegate** – items for others. Attach a sticky note to the person you are delegating to or have a file with their name on it.

3. Set aside all the file folders or piles except the one marked To Do. Separate the tasks from the To Do Folder into Personal and Business & document them on your Personal To Do List or Business To Do List.

4. Be committed to your plan and execute. Sometimes we can relate to this process as Ready, Aim & Fire. Don't get stuck on Aim, Aim, and Aim. Make sure that you Fire ~~ Execute~~ make it Happen.