

Date: _____

Action Guide presented by: *Vicki Winterton* of **ORGANIZING Mind over Matter**

professional home organizer / work-from-home efficiency coach • 801-623-8411 • vicki@organize-utah.com

Session Notes

Completed ✓

What did I hear in the class that was an Ah-Ha! moment for me? ◆ ◆	
In which room, closet, drawer, or shelf will I begin?	
When will I do the assessment? Date: _____ • What IS working? • What IS NOT working?	
When will I create my plan of action including the scheduling of days that I will work on this project? Date: _____	
What will I remove by donating or tossing? ◆ ◆ ◆	

© 2012 Vicki Winterton & ORGANIZING Mind over Matter

If you would like a FREE copy of my “Finding Time” AND “Closet Organizing” best tips pages, email me and fill me in on how you did once you have completed the organizing project you chose. I will reply with the two free pages.