Organizing from the inside out.

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Throughout advisory, we will present a series of mini-lessons on organizational skills.
This series of lessons comes in 3 parts:

1. Organizing basics.
   - Self assessment
   - Obstacles to good organization
   - Overcoming obstacles

2. Organizing your space.
   - "Kindergarten" Model of organization
   - S.P.A.C.E formula for organizing physical objects (Sort—Purge—Assign a home—Containerize—Equalize)
   - Essential 7 (things with which I cannot survive)
   - Organizing your notebook
This series of lessons comes in 3 parts:

3. Organizing your time
   • What gets done and what doesn’t
   • Making time tangible
   • Analyzing where your time goes.
   • Working with natural energy cycles
   • WADE—formula for managing your to-dos
   • How long do things take?
   • Choosing and using a planner
So let’s start with Basics Lesson A.

Essential question:

What areas of your life are organized?
Your bedroom?
Your bookbag?
Think about these questions:

• What can you find right away? Journal? Socks? Backpack? Phone numbers?

• What can you never find?

• Are you always on time? Always late? On time for some things and late for others?

• Do you procrastinate? What do you procrastinate on?
Try this self assessment:

The five places in my life where I’m organized are:

1. _________________________
2. _________________________
3. _________________________
4. _________________________
5. _________________________

The five places in my life where I’m disorganized are:

1. _________________________
2. _________________________
3. _________________________
4. _________________________
5. _________________________
Perhaps that gives you a sense of where to begin.
Do you need help with your organizational skills?

If you would like to work one-on-one or in a small group with a teacher, please see your advisor to sign up.