

# The Friday Workbox® Syllabus



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

**PURPOSE OF THE FRIDAY WORKBOX®:** At Organize 365® our research has shown that organization is a learnable skill. The Friday Workbox® helps you innately organize and prioritize your work. All of your work is important, but it is not all equal, and some of your work may not even be accounted for. The Friday Workbox® makes the invisible work visible. It allows you to streamline and [Task Stack](#) essential work. In turn, you are able to free up time to focus on the things that only you can uniquely do.

- OBJECTIVES:**
- Learn how to prioritize your work responsibilities, projects, and tasks
  - Create a system for managing your time and tasks
  - Problem solve and proactively determine your “next steps”
  - Eliminate decision fatigue at work
  - Seamlessly move from project to project without your core job responsibilities getting lost in the process
  - Organize your communication and delegation to your team
  - Streamline goal planning and complete goals in less time with more focused effort and less disorganization and distractions
  - Implement functional organization that actually works
  - Plan for productivity and success with access to Friday Workbox® Planning Day

- SUPPLIES:**
- [Business Friday Workbox®](#)
  - [Friday Workbox® Goal Planner](#)
  - [Friday Workbox® Planning Day](#)
  - [Portable Sunday Basket®](#) - perfect for weekly slash pockets and offsite meetings, binders also fit
  - Extra Slash Pockets
    - [1.0](#) (Multicolor pack)
    - [2.0](#) (Additional colors as needed)
  - [Notepads \(small and large\)](#)
  - [Friday Workbox® Podcasts](#)

- HOW TO GET STARTED:**
1. Fill the Friday Workbox®
    - a. Add your ideas. Remember, we are writing EVERYTHING down.

- b. During the week, put EVERYTHING in the basket that can wait until Friday (or your designated day).
  - c. When planning goals, projects, and how to serve your clients - the MAX is 5!
  - d. Make the invisible work visible - Print your emails and Google Docs. Eliminate the digital overwhelm.
2. Use the Friday Workbox Blue Slash Pockets to help you:
  - a. Improve the skills you need for the position you currently have and grow the skills you need for the position you want in the future.
  - b. Professional Development Goals and Opportunities
  - c. Improve your communication with you team
  - d. Improve your meetings
    - i. If it can wait - it must wait!
    - ii. Create less distractions for yourself and your team by making all requests in real-time.
3. The Friday Workbox® Green Slash Pockets are where you will organize:
  - a. Administrative work
  - b. Tasks and responsibilities relating to your job description
4. Attend [Planning Day](#), and get the subscription. You need this time to plan, stay focused on productivity, and gain a better understanding of your time and priorities! Planning Day helps you make sure you get the *right* tasks done for the upcoming quarter

**ROLE SPECIFIC GUIDELINES:**

Let's look at what to expect in various roles/size companies:

- Soloprenuer/freelancer/employee in a company doing the workbox alone:
  - Get all you work out of your head and divided by color
  - Be able to grab a slash pocket when an idea or meeting comes up
  - Have your work accessible even when a computer is not
  - Process and prioritize work for the next week
- Leader of a small team (3-5 people)
  - Identify pink vs. purple work
    - Pink = You
    - Purple = Team
  - Manage 3-5 purple company goals
  - Develop a meeting cadence (once per week)

**TIMELINE FOR TRANSFORMATION:**

The Friday Workbox® will move your work from piles on a desk to a productive box with a plan! At Organize 365®, we plan our work goals for the quarter.

- The Friday Workbox® is a tool to move your work from reaction to productivity.
- From responding to planning.
- From out of control to in the driver seat.

The Friday Workbox® can take a full year for the true transformation. As Bill Gates said, “We overestimate what we can do in one year in business and underestimate what we can do in 10.” The Friday Workbox® will help you declutter quickly but the rest of the transformation will require growing your organizational muscles and habit building.

Once you start to feel less overwhelmed, it is encouraged that you continue to print things for the Friday Workbox® - it may seem archaic but paper is tangible and it will minimize mental overwhelm.

Process The Friday Workbox® can take upto three hours, but after week six it will likely take one to two hours most weeks. It is also a good idea to have a longer session with you Friday Workbox® time every six then go back to your usual thirty to sixty minute sessions. The goal is to get done and know what your most pressing to-dos are for the next seven days. Focus on seven days because life and business changes too fast to project too far.

#### **TIPS FOR SUCCESS:**

Here are some things to look out for to ensure you are getting the most out of the Friday Workbox®:

1. 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. Then, go back to the program and follow the course videos.
2. Tackle ONE color at a time. It is OK to take a whole quarter to master a color
3. It is a WIN if you are planning your week on Friday each week.
4. During the week, put EVERYTHING in the basket that can wait until Friday (or your designated day).
5. It is okay and normal to have lots of idea slash pockets. FOCUS on 3-5 purple.
6. Audit your Friday Workbox® - 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 your work projects and roles.
7. Join the Friday Workbox® Community Group in Organize 365® App, and attend the Live Friday Workbox® co-working time on Fridays from 3:00-4:30 p.m. ET. Get your questions answered and ask for support or ideas as needed.
8. Use [Task Batching](#) and [Task Stacking](#). Front-load your plan for your week. Get your tasks done early in the week.

#### **OUTCOMES:**

The Friday Workbox® creates lasting organizational success in your work role.

What does an organized work life feel like? Here is how Friday Workbox® clients describe their outcomes:

- *I don't feel anxious anymore.*
- *I feel like I can breathe.*
- *My brain is able to think again.*
- *I can have a work idea and still enjoy my off work hours.*
- *I feel in control*
- *I am not missing anything anymore*
- *I am on time and prepared for my life*
- *Our projects come in early and under budget!*
- *I make better decisions*
- *I have more time with my family*
- *Our team is happier!*

#### **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 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 Productive Home Solution®](#)**
  - Take back your home and time! An organized home is a great way to start any day. Being organized at home will give you more time and a better work/life balance.
  - 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.

#### **ADDITIONAL RESOURCES:**

- [Visit our webpage dedicated to the Business Friday Workbox®](#)
- [Sign-up for Friday Workbox® Planning Day](#)
- Listen to the [Friday Workbox® Podcast Playlist](#) Podcast

