



# The Productive Home Solution™ Syllabus



**WATCH THE ORIENTATION REPLAY AT [ORGANIZE365.COM/ORIENTATION](http://ORGANIZE365.COM/orientation)**

**PURPOSE OF THE PRODUCTIVE HOME SOLUTION™:** At Organize 365® our research has shown that organization is a learnable skill. The Productive Home Solution™ offers a proven solution for finally achieving sustainable organization in your home. The Productive Home Solution™ combines research and over 20 years of experience. It is the ORDER and the TASKS you do that achieve an organized home.

The Productive Home Solution™ is your partner for success! You will learn how to best accomplish an organized home and an organized approach to life. The Productive Home Solution™ provides courses for all learning modalities, physical binders to eliminate filing cabinets, and planners and planning days to teach you how planning = productivity. We know you are busy! The Productive Home Solution™ is designed to work with your busy schedule with daily tasks to move you closer to the life you want in as little as 15-20 minutes per day.

- OBJECTIVES:**
- Learn how to tackle organization one task at a time.
  - Implement functional organization that actually works.
  - Love your home again by eliminating the frustration and overwhelm that comes from feeling disorganized and spending too much time trying to keep up.
  - Achieve home organization that is sustainable.
  - Plan for productivity and success with access to Planning Days with Lisa.

- SUPPLIES:**
- [The Productive Home Solution™](#) which includes:
    - The Financial Binder
    - The Home Operations Binder
    - The Home Reference Binder
    - The Medical Binder
    - The Productive Home Solution™ Planner
    - The Productive Home Solution™ Dashboard with daily tasks, videos of my home organization, tips, and resources
  - [Planning Day](#)
  - [The Sunday Basket®](#)

- [Portable Sunday Basket®](#) - perfect for weekly slash pockets and the binders fit in the Portable Sunday Basket®
- [Notepads \(small and large\)](#)

## HOW TO GET STARTED:

1. Commit to 15 minutes (minimum) per day to complete an organizational task for a full year. (You probably spend more time than that scrolling on your phone?)
2. Give yourself a FULL year. I know you want this done tomorrow, but give yourself and The Productive Home Solution™ the gift of time to make this transition. Easy come, easy go, right? This transformation is all about creating sustainable organizing which takes time.
3. Attend [Planning Day](#), and get the subscription. You deserve this time to plan with me and stay focused on productivity, and gain a better understanding of your time and priorities! Planning Day is a gamechanger!
4. Go ALL in - attend an in-person or virtual [Paper Organizing Retreat](#) (we have several planned in the upcoming months), get The Sunday Basket®, and embrace the productivity and time you are creating for yourself through these solutions.

## TIMELINE FOR TRANSFORMATION:

What to expect each cycle for the first year in The Productive Home Solution™:

At Organize 365®, we plan by trimester. Learn more about Lisa's 3 New Years by listening to [Podcast 134](#). Each season is 4 months. We typically classify these as Fall, New Year, and Summer. (For example, if you start in September, you will receive the Fall Planner, so your Season 1 would be Fall, then, Season 2 would be New Year, and Season 3 would be Summer.)

### Season 1

1. Planning Day will feel like a flood of information. It is refreshing, thought-provoking, and overwhelming. Listen to the replay of Planning Day as many times as needed. Do not try to memorize it or implement everything. This is why we do Planning Day three times per year. Your mindset will begin to change over time.
2. Pick your category of organization that you want to complete during this round. You can pick any category - if you already have one area that is close to being done, this would be a good place to start. Otherwise, we recommend starting with Personal Spaces. [The Sunday Basket®](#) plays a vital role in the organization of Personal Spaces - be sure to have it as part of your organizational routines. If you do not have a Sunday Basket® routine - you may want to start with this.

### Season 1 Success Checklist:

- Do an organizational task for 15 minutes each day
- Watch and complete all the course videos in the category you selected
- Go through your Sunday Basket® each week
- Join and complete the seasonal Blitz offered by Organize 365® to

complement your organizational successes

## **Season 2**

1. Planning Day will feel better and less overwhelming this time around. You will be able to fill out your planner more quickly and easily, and have a better understanding of how time passes in a home. We recommend you listen to the replay. Continue to implement the top priorities and move on. Don't try to take on too much or memorize all of the Planning Day information.
2. Complete your planning pages.
3. Pick a second category of organization to complete during this round. If you organized the recommended Personal Spaces during your first season, then we recommend organizing your Storage Spaces for this round.
4. Continue to maintain your first category of organization. If you started with Personal Spaces, you will want to set aside time to keep those areas organized. For example, you may want to redo your closet one weekend, go through your backpack or purse, and continue your weekly Sunday Basket® routine.

### **Season 2 Success Checklist:**

- Do an organizational task for 15-30 minutes each day
- Incorporate 1-2 day-long organizing sessions (more, if your schedule allows)
- Watch and complete all the course videos for the category you selected
- Maintain your organization in the category you completed in Season 1
- Go through your Sunday Basket® each week
- Join and complete the seasonal Blitz offered by Organize 365® to complement your organizational successes

## **Season 3**

1. You will look forward to Planning Day during this round! You will be able to quickly absorb the information, complete your Planning Pages and be ready to optimize your organization in this season.
2. Pick your third category to be completed by the end of this round. In your third season, we recommend the organization of your Family / Communal Spaces. These spaces include the kitchen, living spaces, closets, and family bathrooms. We have found that the organizing in these areas doesn't last as long. The more people in your home, and the younger they are, the less control you have over these areas staying organized. Focus on areas that are more seldomly used by other family members, such as kitchen cabinets and living room storage areas. For the higher traffic areas, focus on decluttering, organizing for the season you are in, and implementing guidelines for the family to help maintain the space (daily and weekly tidy checklists). By now, your family has seen your success. They are ready to help and support, with your encouragement and accountability.

3. Don't lose focus of your first two categories that you organized during Seasons 1 and 2. Continue to maintain your Personal and Storage Spaces by setting aside time as needed. Audit your closet organization (redo as needed), continue your weekly Sunday Basket® routine, and keep up with your Storage Spaces.

### **Season 3 Success Checklist:**

- Do an organizational task for 30 minutes each day
- Incorporate 1-2 day-long organizing sessions (more if your schedule allows)
- Watch and complete all the course videos for the category you selected
- Maintain your first and second areas of organization
- Go through your Sunday Basket® each week
- Join and complete the seasonal Blitz offered by Organize 365® to complement your organizational successes
- Add a 15-30 minute tidy session each day

### **Paper Organization:**

There are two popular options for getting your paper organized:

1. Option 1 - Paper Organizing Retreat
  - a. These are offered as [in-person](#) or [virtual](#) events
  - b. These retreats allow you to get everything started and well underway in one weekend with the support of a [Paper Solutions® Certified Organizer](#)
  - c. You will be able to finish your paper organizing at home with ease after a very productive weekend retreat
2. Option 2 - Do one Organize 365® binder each season
  - a. The binders will allow you to stay organized for decades to come!
  - b. Dedicate a few hours each season setting up each binder.
  - c. The Sunday Basket® helps you maintain your binders. Once the binders are set-up, you will spend less than 10 hours per year maintaining them.

**TIPS FOR SUCCESS:** Here are some things to look out for to ensure you are getting the most out of The Productive Home Solution™:

- 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 and focus on decluttering - grab a trash bag and fill it. Then, go back to the program and follow the course videos.
- Don't jump around from one category to another. Pick one and stick with it until it is done. You will at times feel distracted by another area or space in your home that requires attention. It's okay - keep going with the category you have committed to, knowing that you will get to the next category soon. A done space can be maintained easily, whereas a half-done space will quickly go back to being disorganized. Stay focused.

- The daily tasks are simple for a reason. Keep it simple. Avoid overcomplicating the tasks or trying to take on too much. For example, do not empty out the whole kitchen, garage or closet. This will create overwhelm and frustration. The 15 minute tasks allow you to stop when you are tired or when life happens, without leaving things in a larger disarray. If you have time and energy you can do multiple 15 minute tasks per day, but do not start the next tasks until you've finished the first one.
- We have found that starting with Personal Organization is truly the best approach. If you've traveled on an airplane, you know that you are supposed to put on your oxygen mask before helping those next to you, so that you don't run out of air while helping others. The same could be said for organizing. By organizing yourself first, you are able to gain efficiencies and easily maintain that organizational success to power you through the other categories and areas in your home. Grow your organization muscles by organizing yourself first! Then, you'll be able to more aptly apply these skills and gain buy-in from your family when moving into more communal spaces.

#### **OUTCOMES:**

The Productive Home Solution™ is the ORDER and the TASKS you do that achieve an organized home in 15-30 minutes each day. What does an organized home feel like? Here is how The Productive Home Solution™ clients describe their outcomes:

- *I can relax at home.*
- *I don't feel I have to keep doing the same organizing over and over anymore. I'm actually done and can read a book or enjoy my hobbies again.*
- *My house doesn't talk negatively to me anymore.*
- *I am inviting people over. I didn't realize I had stopped doing that.*
- *I can easily find things for me and my family!*
- *I am saving money and am more intentional with my money.*
- *I have more time to spend with my family and can be more present with them.*
- *I am proactive in my life, instead of reactive. What a relief!*

#### **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 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 The Productive Home Solution™](#)
- [Sign-up for Planning Day](#)
- Listen to ["Bite Size Organizing: How to Declare Yourself Organized"](#) Podcast
- Watch the new Garage and Personal Spaces Organization videos in the Organize 365® App
- Come work with the Organize 365® team at an in-person [Paper Organizing Retreat](#)

