

Office space schedule

*You are only one person, do what you can when you can. Burn out is real and will set you back. Take it 1 change at a time!



Everyday (Office)

- Do a 10-15 min pick up in your space. Put everything in it's home before you leave for the day.
- Assess & prioritize your do to list for the next day. Be intention about your goals.
- Respond to emails, phone messages. Or create a list for the next day
- Go over your accomplishments big, and small. Being alive counts!

Every Quarter (Office)

- Dedicate time to completing projects you may not have been able to get to in the last 3 month. Use some of your free time to knock out 30 min-4 hours, organizing your space.
- Check in with the employees to see what that could use organized next.
- Audit your files and clients contact list

Every weeks (Office)

- Pick a drawer or box, to sort and organize. (5-10 minute project).
- File paper/Emails
- Break down boxes from shipments
- Check all food perishable and non perishable foods/drinks/snacks

Keeping your work space organized will help you with productivity and efficiency. AKA Money & Time!

Every month (Office)

- Scan over clothes/shoes not worn in last 30 days, donate ones that no longer serve you.
- Complete 3-4 small organizing projects (no longer than 30 min. each and does not have to be done in 1 session)

A cluttered and unorganized work space can discourage the employees from trying their best. Give everyone a comfortable and effective workspace. Before you start any project, I encourage you to collaborate with anyone who will be effected by the changes in the space. They may have some great input and save you even more time!

Modify this list to your work life. Add or remove as needed. Example: If you have someone file your paperwork, remove those to do's. Then, go ahead and add the goals you have specifically, in each time frame. Be realistic about YOUR time, you may want to do a 20-30 min project every week. Like with all advice and help, you take what works for you and flourish! Organizing and staying organized is the SAME!!

Every 6-12 (Office)

- Assess your space: Cabinets, closets, drawers, storage, etc.. Figure what has and has not been working for you over the last 6 months. And adjust. Move items around in your space, as needed. Go ahead and store the item you have only used 2 times, away in the store room, or find a permanent home with in your space.

What you will do is give yourself grace!! Life is busy, shit happens, especially in business that can change your entire routine. If you have always been organized and are not now or have never been, start today? You are here in this moment, right now! With small steps you have the tools to make the space you want. It may not happen over night, but with all great things it will be sooo worth it!!

I BELIEVE IN YOU!!! 