



A 12 Step Plan for Becoming More Organized and Productive

Improving at anything requires one common ingredient ... _____!

The distance between not doing and doing is greater than the distance between not knowing and knowing. Ken Blanchard

Getting organized is more of a _____ than an _____
or _____.

Step 1 – Change your _____

Organizing your desk

Does everything have a _____ place?

Is there a _____ why it goes in that spot, or was that simply the only drawer it would fit in?

Step 2 - Think of your drawers as _____

Step 3 – Clean off your desktop

Have your most frequently used items within _____.

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Step 4 - Utilize _____ in your workspace

Step 5 - Organize your _____

Step 6 - Organize your _____

Step 7 - Maximize _____

Always enter the _____ now.

Step 8 - Organize your _____

Create _____

Protect _____ Blocks

Better utilize _____

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Step 9 - Organize your _____

What has to be done _____?...what can be done at _____?

Step 10 - Organize your _____ time, space, and tasks

Step 11 - _____ every day for organization

_____ of consistent time are better than
_____ blocks of time set aside.

Step 12 - Look for a _____... ask for _____

_____ is easier than _____

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