
Paper Pain to Power - Clutter Clear & Organize Your Paper!

OSHER 295-001

Dates: Wednesdays: October 14 – November 18

Time: 11:30 am – 1:00 pm

Location: Online via Zoom

Instructor: Marla Dee | 801.463.9090 | marla@clearsimple.com

Clear & Simple, LLC | www.clearsimple.com

Course Description:

If you have piles and boxes of paper everywhere and feel overwhelmed with where to start clearing, welcome. I am thrilled to have you join me for this adventure. I have been a Professional Organizer and clutter clearing coach for 20 years. This means I have been in hundreds of homes and offices. I have seen all the pain that clutter and chaos create, and the most loaded area of all is the PAPER!

Since 2000, I have taught many groups about clutter clearing and organizing. I know how overwhelming it can be just thinking about the years of paper buildup. As a speaker and teacher, my passion is making it simple. Therefore, I have created systems that teach where to start, what to do, and how to keep it up. I hope to set you free of the paper pain.

So, let me ask you - How would it feel to have your active and archive paper in a system? Wouldn't it be amazing to know where the incoming mail goes, where all your to-dos are, what papers to keep and be able to easily file them? In this course, you will learn how to get through the paper, make a filing system that is simple, and even apply the same systems to your email and the information on your computer. Are you ready for a change? Are you willing to do the actions? If so, let's get going!

Course Materials:

You will be given my eBooks *Organize Your Paper* and *iRAFT Your Paper* along with other materials in the form of weekly handouts.

Weekly Actions On Your Projects:

You will have an assignment every week that typically includes writing and actions for your chosen projects.

Course Overview:

- Week 1:** Exploration of paper clutter – where it comes from and why it builds up. Time spent on your *relationship with the paper* and the story your clutter tells. I will help you pick a project or layer to work on during our 6 weeks together.
- Week 2:** Sharing on last week's assignment. Introduction of STACKS© – Sort, Toss, Assign, Contain, Keep it up, and Simplify. Go through STACKS for paper. Outline next week's assignment.
- Week 3:** Review STACKS for the paper pain. Introduction of the iRAFT© – the System for the paper and file piles!! You will learn how to handle all the information that comes your way.
- Week 4:** In depth learning of iRAFT with a visual show & tell. iRAFT – incoming, read, action, file and toss. You will also be shown how to use iRAFT for your email.
- Week 5:** November 10: Introduction to FreedomFiler, the all-encompassing, self-purging, low maintenance filing system. You will learn an element you can make for this next week that handles 80% of your active paper easily.
- Week 6:** Celebrate the completion of your project area. Q&A! The resources for additional paper problems so you can continue.

Now is the time to get free of the paper pain and get in control of your information!

Marla Dee, CSCO

NOTE: To get more information about me or the Clear & Simple Way go to www.clearsimple.com.