



more fun. more done.™ workshops



a quick + simple video workshop

presented by aby garvey

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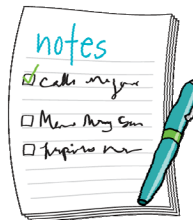
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Aby Garvey

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notes pages



WELCOME VIDEO

NOTES

List the benefits of an organized kitchen that most appeal to you.

STEP 1: CARVE OUT TIME ON YOUR CALENDAR TO GET ORGANIZED!



NOTES

You can approach your kitchen-organizing project by scheduling one or two longer kitchen-organizing sessions of 4 to 8 hours each. Or you can work on it in short organizing sessions of 15 to 30 minutes each. Or you can do a combination of both. Which approach will you choose?

Ways to speed up your kitchen-organizing project:

- * Declutter ahead of your long kitchen-organizing project.
- * Get some help!

TAKE ACTION!

- * Decide when you will organize your kitchen.
- * Add this workshop and your kitchen-organizing project to your calendar.



STEP 2: COLLECT YOUR SUPPLIES



NOTES

Items to corral together for your kitchen-organizing project:

- * Empty sorting containers
- * Clear, flat surfaces
- * Trash bags and a trash can
- * Donation boxes or bags
- * Labeling supplies
- * Pen, note pad and clipboard
- * Cleaning supplies
- * Tape measure
- * Camera
- * Music
- * A happy home for items you'll be letting go of!

TAKE ACTION!

- * Collect your organizing supplies and put together your kitchen-organizing tool kit.



organize your kitchen

simplify¹⁰¹™ workshop

Use this page to create a cover and spine for a standard, vinyl 3-ring binder. Here's how:

1. Print your binder spine (this page) and cover page (first page in this document).
2. Use your paper trimmer or scissors to trim the spine to fit your binder. The spine on the left is for a 1 1/2" binder. The spine on the right is sized for a 2" binder.
3. Slide the spine insert into your 3-ring binder spine label holder.
4. Slide the cover page into the clear overlay on your binder's cover.

Enjoy!

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