

online class success tips

GET READY TO GET ORGANIZED!

Welcome to simplify 101's online classes! I'm beyond thrilled that you have decided to create positive change in your home and/or life. Congratulations on making the decision to invest in yourself! I want you to succeed and achieve your goals, and that's what these success tips are all about—simple ideas to help you make the most of your online class experiences.



One of my core beliefs is that *action creates change*. If you want something new in your home or life, then you must take *new actions* and do new things to create those changes. simplify 101's classes are designed with that philosophy in mind. After each section you will see a red stop sign. This is your signal to stop reading and start taking action! When you take action on the lesson concepts, you'll achieve results—those changes that inspired you to sign up for the class in the first place!

In the spirit of taking action, the success tips that follow are all action oriented. Let's get to them right away so you can get busy taking action and creating change!



Step 1: Know what you want out of your class.

Before you dig into your first lesson, spend a little time thinking about your reasons for taking your class. What specifically do you want to learn? What changes are you hoping to make in your home and/or life? What prompted you to sign up for the class?

TAKE ACTION!

In the space below, write down your reasons and goals for taking your class.



Step 2: Decide when you will take action!

Online classes give you the flexibility to learn on your time schedule—which is a terrific thing. But, it's helpful to decide ahead of time *when* you will work on your class. Then, schedule it in your planner or on your calendar just as you would a live workshop or class. This way you'll be sure that the class gets your time and attention, and that you'll realize those results you just wrote down. Here's how.



Schedule time for each lesson. Count on an hour or two for each lesson to read, watch and/or listen to the materials and complete worksheets and questionnaires. Each lesson includes action steps to help you put the lesson concepts into practice, so be sure to carve out additional time for doing the action steps.

I also recommend that you plan to spend at least 15 minutes a day taking action on your organizing projects. You can always do more, but it is easier to find 15 minutes a day to organize than it is to find any more time than that! Plus, by committing to taking action in small slices of time, you'll begin creating a very important new habit—the habit of taking *daily action* to get (and stay) organized.

A terrific way to cement this commitment and to motivate yourself to take daily action is to report your daily progress in the member area. You can choose how you'll spend your daily 15 minutes using your class action-steps as your guide. But, when you make the commitment to check in and share your progress with the simplify 101 community members, you'll be more motivated to take action and create change in your home and life!



TAKE ACTION!

Decide when you will take action. Schedule blocks of time to read and take action on the lesson concepts. Allocate at least 15 minutes each day and decide to report your progress daily in the member area.

Step 3: Create a home for your class materials.

Decide how you'd like to store and organize your class materials, including lesson and worksheet pdfs and/or printouts, plus your notes. If you like to store your materials

electronically, create a folder on your computer labeled with the class name. Or, if you use an iPad, you could create a simplify 101 collection in your iBooks library. This will help you keep everything in a centralized location for future reference. If you're more of a paper person, a three-ring binder is a terrific way to organize and store your class materials.



TAKE ACTION!

Create a home for your class materials.

Step 4: Set yourself up for success.

Your last action step is to set yourself up for success using the following tips. These ideas are designed to help you make the most out of your online class, keeping you motivated and encouraged so you accomplish your class goals.

SUCCESS TIP #1: Do the class at your pace.

We all have different starting points on our organizing journeys, and we all have different priorities and obligations vying for our attention outside of class. You will be most successful in your class if you focus on what is good and possible for you—and do the class at your own pace.

You've already scheduled time to do the class. The next step is to stick to that schedule as best you can. If life gets in the way and makes it so you can't take action as intended on a given day—that's okay! Simply pick up where you left off the next day or as soon as you can. The real key is to just keep moving forward. Let go of any ideas about how quickly you *should* work your way through the class and projects. Instead, just focus on taking action—at your pace. In time you will get where you want to be!

SUCCESS TIP #2: Prioritize how you spend your time in the class.

You'll be most successful in your class if you have a game plan for how to spend your time. Here's what I have found works best.

- * Read and/or listen to the lessons.
- * Take action on the lesson concepts.
- * If you have questions about the class, read relevant forum threads in the Frequently Asked Questions section of the member area. Or discuss your questions and/or project with the simplify 101 community members by starting a new discussion thread.
- * Participate in the member area to help you stay accountable, motivated and in action!

If at any point you aren't sure how to spend your time, call on this plan to quickly get back into action!

SUCCESS TIP #3: Use the member area as a source of inspiration.

The member area discussions add to the depth of knowledge and understanding you'll take away from your class. Just be sure to balance that with putting ideas into action! Here's how. Use the forum to get the answers you need by perusing the Frequently Asked Questions. If you still have questions, start a new forum discussion so you can get the answers you need to move forward.

Next, share your progress in the member area. You'll be more motivated to take action and make progress—even on days when you don't really feel like doing so—if you make the commitment to share your progress along the way. Above all, don't feel as if you need to “keep up” with all of the conversations in the member area. Instead, use the forum as a source of ideas and inspiration that you can tap into when you want and need to! If you get behind on the forum, you can click on the link that says “mark workshop forums as read.” This is like a nice clean slate. You can then focus on reading future threads instead of trying to catch up on past threads.



TAKE ACTION!

Set yourself up for success by deciding to do your class at your own pace, prioritizing how you spend your time in class, and by using the member area as a source of inspiration!

Thank you so much for signing up for a class at simplify 101. We hope you enjoy your class experience and that it inspires you to take action and create positive change in your home and life.

