

pre-workshop assignment

GET READY TO GET ORGANIZED!

Welcome to Organize Your Paper Clutter! I'm super excited that you've enrolled in this class. You've just taken the first step on the journey toward a life free from paper clutter. Congrats to you!

Organize Your Paper Clutter was originally taught as an expert-guided class. During that time, there was a pre-workshop assignment week where students could get oriented and ready for class. The Online Class Success tips contain everything you need to know to get oriented with simplify 101's online classes and set yourself up for success. Below is the class-specific action step from the *Organize Your Paper Clutter* pre-workshop assignment. If you're raring to dig into Lesson 1, you do this action step—collecting junk mail—in conjunction with reading the lesson and doing the other Lesson 1 action steps. So here it is...your pre-class action step.

Collect Junk Mail

If you've taken *Quick + Simple Clutter Control*, you know that an effective strategy for controlling clutter is to slow the flow of new things into your home. Paper clutter is just the same! During Lesson 1 we'll talk about ways to slow the inflow of paper to your home. To help prepare for that, I'd like you to collect your junk mail—defined as mail you receive that you don't want or need—and set it aside until you're ready to begin taking action on the lesson concepts. Just place items like unwanted catalogs, flyers, postcards, and mailers into a box or bin. We'll use them during lesson one.



TAKE ACTION!

Collect your unwanted mail into a bin or box. Set these items aside until you're ready to begin taking on Lesson 1.

Happy organizing!