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## **Strategize: Creating a Plan of Action**

*In this step, you will use the information from the last section to plan exactly how you will organize things.*

### **1. Define Your Zones**

*Look at your analyze worksheet, and then determine the activities in your space... then complete the table below.*

<b>Activities</b>	<b>Supplies</b>	<b>Storage Units</b>

### **2. Map out the space**

*Get a piece of paper, draw a map of the space, and sketch some ideas for rearranging the room. Don't worry about exact scale, but a ruler and tape measurer may be useful for generalities. After you have done this, you may begin to rearrange furniture.*

### **3. Estimate and Schedule the Time**

*The biggest mistake people make when organizing is being unrealistic about how long a job will take. Overestimating leads to procrastination, underestimating leads to frustration.*

<b>Stage</b>	<b>Day of Week</b>	<b>Estimated Time to Completion(Hours)</b>
<b>1.Sort</b>		
<b>2.Purge</b>		
<b>3. Assign a Home</b>		
<b>4.Containerize</b>		
<b>5.Equalize</b>	Daily	

