

**Soft-Train**



*At Soft-Train  
Technology Works*

# How to Organize Just About Everything (5 Days)

**COURSE GOAL:** Learn practical ways to getting everything organized and developing practical methods to keep it that way.

**PREREQUISITES:** None

**LEARNING OBJECTIVES:**

Upon completion of this course the student will be able to:

- Understand the steps to getting themselves organized.
- Learn how to start a particular location and then use the same practices in other locations (i.e. Home, Office, Daily Life)
- Learn how to prioritize various tasks and things that need to be accomplished.

**KEY TOPICS:**

**I. Get Organized**

- A.** Get Organized
- B.** Set Priorities
- C.** Write an Effective To-Do List
- D.** Run Errands efficiently
- E.** Hire a Professional Organizer
- F.** Meet Deadlines
- G.** Deal With a Flood of Mail
- H.** Overcome Chronic Disorganization
- I.** Organize Your Thoughts
- J.** Set Up a Reminder System
- K.** Organize Your Contacts
- L.** Get Rid of What You Don't Want
- M.** Say No Without Feeling Guilty
- N.** Say No Without Feeling Guilty
- O.** Balance Home and Work
- P.** Live With Less
- Q.** Set Goals

**II. Life's Nitty Gritty:**

- A.** Streamline Your Morning Routine
- B.** Organize a Chore Schedule for Kids
- C.** Organize Your Chores
- D.** Never Be Late Again
- E.** Schedule Television Watching
- F.** Design a Healthy Lifestyle
- G.** Plan to Avoid Junk Food
- H.** Choose a Weight Loss Plan

- I. Design Your Work out Schedule
- J. Schedule Doctor Visits
- K. Prepare for Cold and Flu Season
- L. Get a Drastic Makeover
- M. Arrange to Meet an Online Date
- N. Plan the Perfect Date
- O. Mastermind a Breakup
- P. Plan Your Social Calendar
- Q. Meet Mr. or Ms Right
- R. Marry Up

### III. Daily Debris:

- A. Find Your Keys
- B. Tidy Up in 15 Minutes
- C. Conquer Clutter
- D. Actually See the Bottom of Your Purse
- E. Organize Your Shoes
- F. Sort Your Sock Drawer
- G. Return Rentals on Time
- H. Take Control of Your Junk Drawer
- I. Organize the Medicine Cabinet
- J. Schedule Car Maintenance
- K. Organize Pet Supplies
- L. Manage Garbage and Recyclables
- M. Prepare Grab 'n' Go Activity Bags
- N. Keep Your Car Clean and Orderly
- O. Deal With a Pack Rat
- P. Sell Stuff Online
- Q. Organize Your Bookshelves
- R. Categorize Newspaper and Magazine Clippings
- S. Organize Your Photos
- T. Arrange Photos and Pictures
- U. Arrange an Art Collection
- V. End Collection Chaos

- W. Live Better Through Labeling
- X. Organize Jewelry

### IV. Heart and Home

- A. Plan Your Dream Kitchen
- B. Conquer Your Closets
- C. Organize the Linen Closet
- D. Organize Your Laundry Center
- E. Create a Sewing Center
- F. Get Ready for the Housecleaner
- G. Organize Cleaning Supplies
- H. Organize Spring Cleaning
- I. Keep the Family Room Organized
- J. Set Up a Bathroom Schedule
- K. Organize Bathrooms
- L. Organize Entryways and Mudrooms
- M. Organize a Dorm Room
- N. Organize Your School Locker
- O. Make Your Home Safe for Small Children
- P. Organize Kid's Rooms
- Q. Organize Sports Equipment
- R. Organize Kid's play Spaces
- S. Safeguard Your Home Against Allergens
- T. Prepare for Skyrocketing Energy Costs
- U. Use Feng Shui to Organize Your Home
- V. Design a New Home With Feng Shui
- W. Design You House
- X. Use Home Design and Planning Software
- Y. Establish Your Home's Space Plan
- Z. Incorporate universal Design Principles

## **V. Heart and Home Part II:**

- A.** Plan a Remodel
- B.** Plan a Multimedia Center
- C.** Turn a Basement Into a Media room or Playroom
- D.** Organize the Attic
- E.** Organize the Basement
- F.** Organize the Garage
- G.** Organize a Toolbox
- H.** Set Up Woodshop
- I.** Organize Your Wine Collection
- J.** Plan a Successful Estate Sale
- K.** Plan a Yard or Garage Sale
- L.** Prepare Your Home for Sale
- M.** Plan a Move
- N.** Downsize Your House
- O.** Organize a Studio or Small Apartment
- P.** Manage Warranty Documents
- Q.** Manage Home-Improvement Paperwork
- R.** Merge Two Households
- S.** Decorate for the Seasons
- T.** Prepare a Vacation Home for the Off-Season
- U.** Prepare Your Home for Nature's Worst

## **VI. Yard and Garden:**

- A.** Prepare an Organic Vegetable Garden
- B.** Plant a Kitchen Herb Garden
- C.** Plan a Butterfly Garden
- D.** Design a Bird Garden
- E.** Design a Children's Garden
- F.** Plant a Cut-Flower Garden
- G.** Design a Shade Garden
- H.** Design A Dry Garden

- I.** Plan for a Lon-Season container Garden
- J.** Organize Gardening Tools
- K.** Add a Potting Bench to a Yard
- L.** Schedule Fruit Tree Maintenance
- M.** Lay Out a Sprinkler System
- N.** Plan and Plant a Lawn
- O.** Design a New Landscape
- P.** Plan an Outdoor Kitchen
- Q.** Design a Deck or Patio
- R.** Design a Water Feature
- S.** Design a Garden Path
- T.** Set Up a Compost System
- U.** Winterize Plants
- V.** Schedule Yard Work

## **VII. Storage Solutions:**

- A.** Store Anything
- B.** Store Bulk Purchases
- C.** Storage Solutions for Any Room
- D.** Capture More Storage Space
- E.** Expand the Capacity of a Small Room
- F.** Organize Craft and Hobby Materials
- G.** Organize Art Supplies
- H.** Organize Gift Warp and Seasonal Decorations
- I.** Organize Kid's Schoolwork and Artwork
- J.** Organize Movies, Music and Other Media
- K.** Store China and Family Heirlooms
- L.** Store Out-of-Season Clothes
- M.** Store Your Wedding dress and Other Textiles
- N.** Store a Fur Coat
- O.** Store Bicycles and Gear
- P.** Store Ski Gear

- Q.** Organize Camping Equipment
- R.** Store Paint and Other Hazardous Materials
- S.** Organize a Storage Unit
- T.** Store a Boat for the Winter
- U.** Store a Car

**VIII. Part VIII – Education and Career:**

- A.** Decide Which College Is Right for You
- B.** Get Into a Top college or University
- C.** Ace the College Admissions Tests
- D.** Organize Your College applications
- E.** Plan Your Course of Study in College
- F.** Organize a Research Paper
- G.** Get Into Grad School
- H.** Get Into an Elite Law School
- I.** Prepare for the Bar Exam
- J.** Get a Degree While Your Working
- K.** Work at Home With Kids
- L.** Go Back to Work After a Long Absence
- M.** Set Up an Internship
- N.** Plan a Sabbatical
- O.** Work Abroad
- P.** Join the Peace Corps
- Q.** Produce a Newsletter
- R.** Organize Your Job Search
- S.** Prepare for a Career Change
- T.** Open a Restaurant
- U.** Become a Physicist
- V.** Become a Concert Violinist
- W.** Become a Cowboy
- X.** Become a Brain Surgeon
- Y.** Become a Rabbi
- Z.** Become a Catholic Nun

**IX. Education and Career Pt II:**

- A.** Organize and Exhibition
- B.** Develop a Reality-Show Concept
- C.** Become a Talk-Show Host
- D.** Become a Photojournalist
- E.** Become a Movie Director
- F.** Become a Model
- G.** Become a Stunt Person
- H.** Become a Tour Guide
- I.** Organize an Archaeological Dig

**X. Business and Work:**

- A.** Conquer Your Paper Piles
- B.** Create a Flawless Filing System
- C.** Organize Your Briefcase
- D.** Organize Your Desk
- E.** Organize Your Workday
- F.** Get Handle on E-mail
- G.** Organize Computer Files
- H.** Schedule Appointments Efficiently
- I.** Take Control of a Conference Call
- J.** Prepare for a Meeting
- K.** Prepare for a Salary Review
- L.** Climb the Corporate Ladder Effectively
- M.** Add a Workspace to Any Room
- N.** Organize a Home Office
- O.** Organize a Home Network
- P.** Choose the Best Phone System
- Q.** Decide on an Accounting System
- R.** Make a Networking Plan
- S.** Plan Your Business Travel
- T.** Write a Business Plan
- U.** Set Up a New Business
- V.** Create a Marketing Plan

- W. Amass a Real-Estate Empire
- X. Polish Your Presentation Skills
- Y. Prepare a Speech
- Z. Prepare a Pitch a Venture Capitalist

**XI. Business and Work Pt II:**

- A. Plan an IPO
- B. Delegate Responsibilities
- C. Hire an Employee
- D. Fire and Employee
- E. Pass on a Family Business
- F. Stay on Top of Your Sales Game
- G. Restructure a Company to Increase Profits
- H. Form a Board of Directors
- I. Organize a Shareholders Meeting
- J. Plan a Company Picnic
- K. Plan a Company Retreat
- L. Defend Against a Hostile Takeover
- M. Organize Your Office of r a Move
- N. Prepare Your Business for the Unthinkable
- O. Reorganize a Failing Business
- P. Dismantle a Business

**XII. Financial Plans:**

- A. Set Up a Budget
- B. Get Out of Debt
- C. Design a Savings Plan
- D. Simplify Bill Paying
- E. Prepare Your Taxes
- F. Organize a Loan Application
- G. Organize Important documents
- H. Save for Private Schooling
- I. Organize Your Financial-Aid Package
- J. Plan for College Costs

- K. Buy Life Insurance
- L. Choose a Health Insurance Plan
- M. Start a Investment Club
- N. Track Your Investments
- O. Survive Bankruptcy
- P. Plan for Retirement
- Q. Prepare a Prenuptial Agreement
- R. Create a Living Trust
- S. Make a Will
- T. Execute a Power of Attorney
- U. Plan Your Elderly Parents' Estate
- V. Plan Your Estate
- W. Teach Your Kids About Money

**XIII. Family Affairs:**

- A. Plan Your Family Budget for a New Baby
- B. Orchestrate the Perfect Conception
- C. Plan for Artificial Insemination
- D. Prepare for an In Vitro Fertilization
- E. Prepare for a New Baby
- F. Organize Your Maternity Wardrobe
- G. Set up Maternity or Paternity Leave
- H. Order Baby Announcements
- I. Organize an International Adoption
- J. Foster a Child
- K. Organize Your Life as a New Parent
- L. Prepare for Childbirth
- M. Stock a Diaper Bag
- N. Arrange Quality Child Care
- O. Blend Families
- P. Create a Household Organize

- Q.** Coordinate a Family Calendar
- R.** Plan Family Meetings
- S.** Organize Home Systems for ADD
- T.** Prepare for a New Cat or Dog
- U.** Home school Your Child
- V.** Set Up a Carpool
- W.** Stay on Top of Kids' Clothes
- X.** Choose the Best Elementary School
- Y.** Organize Kids for Back-to-School
- Z.** Win the Homework Wars

**XIV. Family Affairs Part II:**

- A.** Plan a Field Trip
- B.** Plan Your Child's Activities
- C.** Plan Your Children's Summer
- D.** Pack for Summer Camp
- E.** Choose a Summer Study Program
- F.** Create a Schedule for Family Computer Use
- G.** Plan to Keep Your Kid Safe Online
- H.** Organize a Genealogical Search
- I.** Prepare for Your Child's Departure for College
- J.** Organize Your Empty Nest
- K.** Plan for Boomerang Kids
- L.** Plan an Amicable Divorce
- M.** Make Child Custody Arrangements
- N.** Organize Medical records
- O.** Plan for Elderly Parents' Care
- P.** Prepare for the Death of a Spouse
- Q.** Help Your Elderly Parents Move

- R.** Organize a Home Medication Regime
- S.** Arrange Hospice Care
- T.** Make Your Final Arrangements
- U.** Archive Family Records

**XV. Food and Entertaining:**

- A.** Plan a Week of Menus
- B.** Organize Grocery Store Trips
- C.** Set Up Online Grocery Shopping
- D.** Organize Recipes and Cookbooks
- E.** Plan theme Menus
- F.** Create Effective Shopping Lists
- G.** Cook Ahead
- H.** Determine the Shelf Life of foods
- I.** Organize food from Warehouse Stores
- J.** Efficiently Use the Refrigerator and Freezer
- K.** Organize Cutlery and Kitchen Tools
- L.** Organize Cupboards and Drawers
- M.** Organize the Pantry
- N.** Efficiently Use Space Under the Sink
- O.** Stow Pots and Pans
- P.** Make the most of Your Counter Space
- Q.** Cook for One
- R.** Plan Healthy Lunches for Kids
- S.** Plan Party Foods Ahead
- T.** Throw a Dinner Party
- U.** Finish Dinner on Time
- V.** Pull Off a Last-Minute Party
- W.** Throw A Dinner Party for Your Boss
- X.** Plan Dinner Party Seating
- Y.** Plan an Outdoor Party
- Z.** Impress a Date

**XVI. Food and Entertaining Part II:**

- A. Hire a Photographer
- B. Hire a Caterer
- C. Plan a Bachelor or Bachelorette Party
- D. Prepare to Be the Maid of Honor
- E. Execute Best Man Suites
- F. Hire a Band
- G. Hire Bartender
- H. Plan a Shower
- I. Organize the Rehearsal Dinner
- J. Plan Your Honeymoon
- K. Plan a Baptism
- L. Plan a Bris
- M. Throw a Party
- N. Prepare for House Guests
- O. Plan a Child's Birthday Party
- P. Plan a Successful Slumber Party
- Q. Plan a Bar or Bat Mitzvah
- R. Plan a Quinceañera
- S. Plan a Retirement Party
- T. Plan a Funeral According to Custom
- U. Plan Ahead for a Low-Stress Holiday
- V. Stay Within a Budget This Christmas
- W. Prepare a Holiday Feast
- X. Throw a Hanukkah Party
- Y. Organize a Holiday Craft Party
- Z. Plan to Spend Christmas Solo

**XVII. Food and Entertaining Part III:**

- A. Plan the Perfect Holiday Gift Exchange
- B. Organize Gift-Giving in Advance
- C. Stick to Your Diet During the Holidays

- D. Plan a Holiday Open House
- E. Reorganize Your Life After the Holidays
- F. Stick to Your New Year's Resolutions
- G. Plan the Perfect New year's Eve
- H. Plan a Seder
- I. Plan a Special-Event party
- J. Organize a High-School Class Reunion
- K. Plan a Family Reunion

**XVIII. Community Works:**

- A. Start a Knitting Circle
- B. Organize a Book Club
- C. Set Up a Food Tree
- D. Organize a Bicycle Scavenger Hunt
- E. Run a Sports Tournament
- F. Publicize an Event
- G. Plan an Organizational Meeting
- H. Sharpen the Focus of an Organization
- I. Improve Your Child's School
- J. Plan a Prom
- K. Organize a Community Theater Troupe
- L. Plan a Concert in the Park
- M. Organize an International Concert Tour
- N. Organize a Film festival
- O. Plan a Fund-Raising Event
- P. Organize a Pancake Breakfast
- Q. Plan a Toy Drive
- R. Hold a Barn Raising
- S. Organize a Charity Walk or Run
- T. Build Low-Income Housing
- U. Build a Community Play Structure
- V. Throw a Block Party

- W. Set Up a Neighborhood Watch
- X. Create an Evacuation Plan
- Y. Hold a Voter-Registration Drive
- Z. Run for Local Office

**XIX. Community Works Part II:**

- A. Organize a Petition
- B. Organize a Recall
- C. Get an Initiative on the Ballot
- D. Organize a Protest or March
- E. Fight City Hall
- F. Organize a Boycott
- G. Organize a Class Action Lawsuit
- H. Manage Growth in Your in Community
- I. Preserve Open Space
- J. Save Historic Properties and Landmarks
- K. Set Up a Nongovernmental Organization
- L. Build a School in a Third World Country
- M. Rent a Car in the United States
- N. Rent a Car Abroad
- O. Make Hotel Reservations Arrange Executive Accommodations
- P. Plan a cruise
- Q. Plan a Motorcycle Trip
- R. Plan a Train Trip in the United States
- S. Ride the Rails Abroad
- T. Prepare a Vacation Countdown Checklist
- U. Prepare an Itinerary
- V. Pack for a Trip
- W. Pack for a Business Trip
- X. Pack for a Week in ne Carry-On
- Y. Pack a Day Bag
- Z. Prevent Lost Luggage

**XX. Community Works Part III:**

- A. Load a Backpack Properly
- B. Plan an Elderhostel Trip
- C. Organize an RV Vacation
- D. Plan a Trip With Aging Parents
- E. Organize a Sailing Team
- F. Plan a Sailboat Cruise
- G. Plan a Bicycle Trip With a Tour company
- H. Travel Abroad
- I. Plan a Vacation for Widely Different People
- J. Plan Spring Break
- K. Plan an Overnight Getaway With Your Spouse
- L. Plan a Vacation Separate From Your Spouse
- M. Plan a Trip to Different Culture
- N. Forage Abroad
- O. Mail Packages Back to the United States
- P. Plan a Trip to a Politically Unstable Region
- Q. Get Travel Insurance
- R. Get Immunizations for Traveling
- S. Book an Adventure Vacation
- T. Travel the Silk Road
- U. Plan a Climb of Mount Kilimanjaro
- V. Pack for a Safari
- W. Organize a Hunting Trip
- X. Pack for a Fishing or Hunting Trip
- Y. Pack for a Camping Trip
- Z. Lead a Backpack Trip

**XXI. Community Works Part IV:**

- A. Hike a Famous Trail
- B. Plan a Tour of the National Parks
- C. Organize a Backcountry Ski Trip
- D. Organize a Car Rally

- E. Plan a Whale-Watching Trip
- F. Pack for a Voyage at Sea
- G. Plan an English Canal Trip
- H. Plan a Cross-Country Airplane Voyage
- I. Plan the Perfect Day Abroad
- J. Plan a Visit to the Louvre
- K. Climb the Sydney Harbour Bridge
- L. Plan a Trip to New Orleans for Mardi Gras
- M. Plan a Day at Disneyland

**XXII. The Unexpected:**

- A. Formulate a Family Emergency Plan Prepare for an Act of God
- B. Assemble Emergency Kits
- C. Prepare for Surgery
- D. Plan Your Recovery
- E. Survive a heart Attack If You're Alone
- F. Survive if Your Car Beaks Down
- G. Deal With Amnesia
- H. Fight an Ebola Outbreak
- I. Fight a Forest Fire
- J. Survive Being Lost
- K. Conduct a Search and Rescue Operation
- L. Plan an Invasion
- M. Survive a Political Coup
- N. Plan for a Terrorist Attack
- O. Rescue a Hostage
- P. Outsmart Pirates
- Q. Deliver a Baby
- R. Make an Emergency Landing
- S. Make a Jail Break

**XXIII. In Your Dreams:**

- A. Become a Movie Star
- B. Become President of the United States
- C. Win an Academy Award
- D. Become an Olympian
- E. Train for a Major Athletic Event
- F. Win the Tour de France
- G. Run a Marathon
- H. Learn to Fly
- I. Become an Astronaut
- J. Live off the Land
- K. End World Hunger
- L. Become a Rhodes Scholar
- M. Write the Great American Novel
- N. Cure the Common Cold
- O. Save the Earth
- P. Live to Be 100 years Old
- Q. Die Rich
- R. Be Happy