

Simplify Workshop

DAY 5 WORKBOOK

Process your paperwork using the Information Workflow



Check out everything for Day 5 on the Workshop HUB page. ([Click here to access](#)).

Everything for this workshop is available for a limited-time.



Day 5 Workbook

Purpose

The purpose of this workshop is for you to build a system for incoming and active paperwork. With that system in place, your surfaces will be clear, and you'll have greater peace of mind, knowing that you're not forgetting something important and you're not wasting time looking for lost information.

Workshop Schedule

Monday, August 11th - Day 1 (Video 1 and Live Q&A)

Tuesday, August 12th - Day 2 (Video 2 and Live Q&A)

Wednesday, August 13th - Day 3 (Video 3 and Live Q&A)

Thursday, August 14th - Day 4 (Video 4 and Live Q&A)

Friday, August 15th - Day 5 (Video 5 and Live Q&A)

Saturday, August 16th - Day 6 (Implementation day and Live Q&A)

Sunday, August 17th - Live Masterclass, 4pm ET - [Click here to register!](#)

Process your paperwork using the Information Workflow

Key Concepts:

- The first question to ask with each piece of paper is Keep or Toss.
- For Toss, determine the following and get rid of it as soon as possible:
 - Recycle
 - Shred/Burn
 - Give to Friends/Family
- For Keep, determine the following:
 - Action
 - Appointment
 - Reference
- Before filing a paper:
 - Say "No" as much as possible
 - Apply the 2 Minute Rule
- Follow the Information Workflow infographic

Action Steps

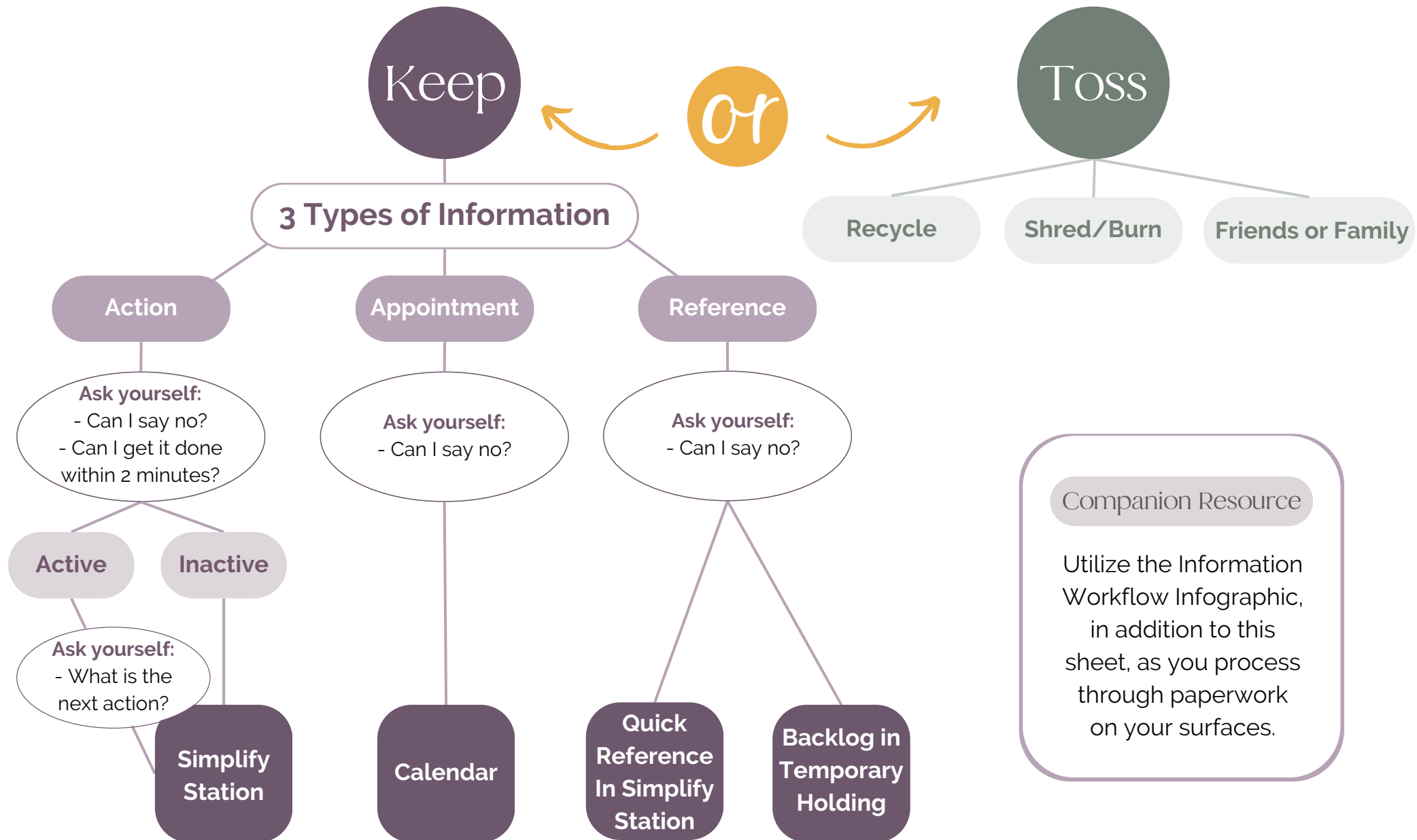
- ☐ 1- Reference these three resources in this workbook: Clear Surfaces Paper Purge, Information Essentials, and Information Workflow.
- ☐ 2- If you'd like, use the Sorting Labels included in this workbook.
- ☐ 3- Process through your papers. Start first with just one simple question when you look at each piece of paper: Keep or Toss?
 - For Toss, sort into:
 - Recycle
 - Shred/Burn
 - Give to Friends/Family
 - Then, get rid of the paper as soon as possible.
 - For Keep, sort into:
 - Keep: Action
 - Goes in your Simplify Station
 - Keep: Appointments
 - Goes on your Calendar
 - Keep: Reference
 - Quick Reference goes in your Simplify Station
 - Backlog Reference goes to your temporary holding spot
 - Continue to ask yourself these important questions as you go through your paperwork.
 - Can I say no?
 - Can I get it done in 2 minutes?
- ☐ 4- Use your Simplify Station every day! Drop incoming paperwork into your inbox. Clarify and organize the information frequently with your paper organizer. I recommend processing at least every week, or as often as you need in order to feel at peace with your information.
- ☐ Bonus Step- In your Simplify Station, create a folder for the Simplify Workshop and put your workbooks there!

Included with this Workbook:

- Clear Surfaces Paper Purge
- Information Essentials
- Information Workflow
- Sorting Labels
- Notes Page
- Workshop Calendar
- Time Zone Info

CLEAR SURFACES

Paper Purge

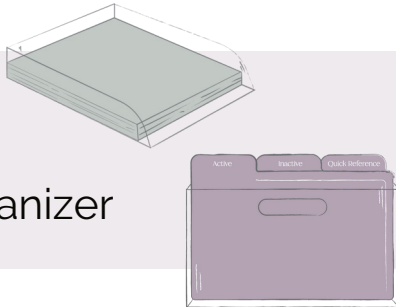
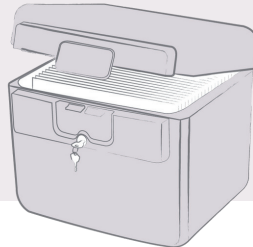

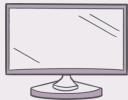


Companion Resource

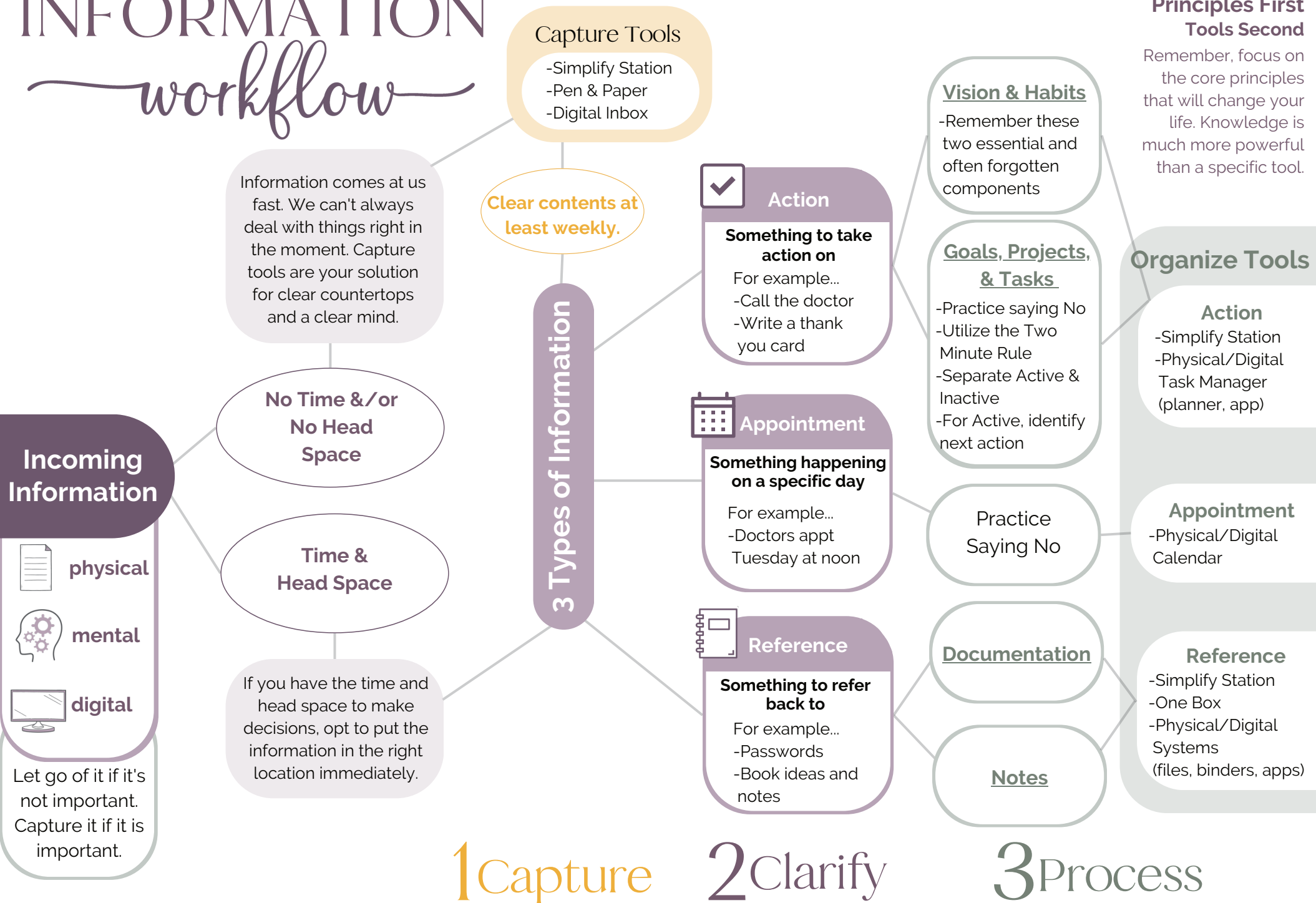
Utilize the Information Workflow Infographic, in addition to this sheet, as you process through paperwork on your surfaces.

Information essentials

Tools to simplify and organize all the information in your life

Simplify Station	One Box	Physical Systems Digital Systems
One physical location for your incoming, active, and quick reference paperwork.	One physical location for your important documents and legacy information.	Physical and/or digital locations for your information including actions, appointments, and reference.
<div>Inbox</div> <div>Paper Organizer</div> 	<div>Safe</div> <div>Fireproof & Waterproof</div> 	<div>Physical</div> <div>Digital</div> <div>Files Notebooks Binders</div> <div>Files Apps</div>
Clear Surfaces Challenge	One Box Challenge	

INFORMATION workflow



Toss Recycle



Toss Shred / Burn



Toss Friends or Family



Keep Active >
Simplify Station



Keep Inactive >
Simplify Station



Keep Appointments >
Calendar



Keep Reference(Quick) >
Simplify Station



Keep Reference (Backlog) >
Temporary Holding

















NOTES



The Simplify Workshop schedule

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

10	11  Video 1 Release 9am ET  Live Q&A 4pm ET	12  Video 2 Release 9am ET  Live Q&A 4pm ET	13  Video 3 Release 9am ET  Live Q&A 4pm ET	14  Video 4 Release 9am ET  Live Q&A 4pm ET	15  Video 5 Release 9am ET  Live Q&A 4pm ET	16  Live Q&A 4pm ET
17  Live Masterclass! 4pm ET	18	19   Success Stories	20	21	22	23

August



VIDEOS 1, 2, 3, 4, & 5 - Five pre-recorded training videos sent directly to your email inbox and found on the **Workshop HUB** page on the release date at 9am ET.



LIVE VIDEOS - Hosted in our Facebook Group. Get extra support & ask questions. Replays available on the **Workshop HUB** page and in the Facebook Group.



LIVE MASTERCLASS - A special 1-hour LIVE training + Q&A! No guaranteed replay. Register at <https://simplifydays1.lpages.co/free-masterclass>

All resources are available for a limited-time. Find updates and links in your email inbox & on the Workshop HUB page.



Time Zones

We have people from all around the world participating in the Simplify Workshop. We've provided an example time zone guide for you.

Time Zone Converter	
Eastern Time Zone	4 pm
Pacific Time Zone	1 pm
Central Time Zone	3 pm
Western European Time	9 pm
Central European Time	10 pm
Eastern European Time	11 pm
Australian Western Standard Time	4 am (8/18)
Australian Eastern Standard Time	6 am (8/18)

We created this to help you know what time things are happening in your part of the world.

Everything we send out will be in Eastern Standard Time (New York).

[You can also click right here to check out our favorite online time zone converter.](#)

