

MASTERCLASS WORKBOOK

Get your most essential household information organized once and for all!

Prepare Before the Masterclass
3 ways to get immense value from this masterclass.

1 Have This Workbook Ready!

You can save this Workbook as a PDF and type right into it digitally, or you can print it out and write on it with a pen or pencil.

2 Outline Your Questions.

Think ahead about any questions you have regarding organizing your household information, and write them down right here. If I don't address your questions during the masterclass, then be sure to ask me at the end during the live Q&A.

3 Take Action!

At the end of the masterclass session, choose ONE specific action item that you can implement within 24 hours after the masterclass ends. Write the item down at the end of this Workbook, and get to work! Taking immediate action will steer you in the right direction toward successfully organizing your essential household information.

I can't wait for the live masterclass session to begin! I will see you there. Don't hesitate to reach out with any questions. You can get in touch with Team Simplify at teamsimplify@simplifydays.com.

I'm here to support and guide you down the road of simplicity and peace of mind. Simplifying and organizing your household information is the way to get there. See you soon.

Barbara at Simplify Days

Schedule and Time Zone Helper

Use the tables below to find the day and time of your masterclass.

January 18th at 4pm	
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	5 am (1/19)
Australian Eastern Time	8 am (1/19)

We have people from all around the world participating in this masterclass.

We created this time zone table to help you know what time the masterclass is happening in your part of the world.

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

Focus During the Masterclass

Fill this section out during the live masterclass. It will be a great way to stay focused and will provide a wonderful reference sheet for you.

The 5 secrets for eliminating years or decades' worth of paper clutter.

Secret #1

The Secret	
Fill in the Blanks	The best way to take care of incoming paper on surfaces is with a _____.
Notes	

Secret #2

The Secret	
Fill in the Blanks	No matter how much paper you have in your life, your most _____ household information should all be stored together in your _____.
Notes	

Secret #3

The Secret	
Fill in the Blanks	It's essential to simplify and organize your information comprehensively, this includes _____ information, _____ information, and _____ information.
Notes	

Secret #4

The Secret	
Fill in the Blanks	Focus on _____ first and _____ second. _____ is much more powerful than a specific tool.
Notes	

Secret #5

The Secret	
Fill in the Blanks	You can make massive progress with just _____ minutes a day of _____.
Notes	

Additional Notes, Thoughts, and Questions

Action and Reflections After the Masterclass

Fill out these next two sections directly after the live masterclass.

Take Action!

What's at least one specific action item that you can implement within 24 hours after the masterclass?

Review & Reflect

What's at least one specific valuable thing I learned during the masterclass?