

# Simplify Workshop

## DAY 4 WORKBOOK

Gather all of your paperwork on surfaces



Check out everything for Day 4 on the Workshop HUB page. (Click here to access).

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



# Day 4 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, January 12th - Day 1** (Video 1 and Live Q&A)

**Tuesday, January 13th - Day 2** (Video 2 and Live Q&A)

**Wednesday, January 14th - Day 3** (Video 3 and Live Q&A)

**Thursday, January 15th - Day 4** (Video 4 and Live Q&A)

**Friday, January 16th - Day 5** (Video 5 and Live Q&A)

**Saturday, January 17th - Day 6** (Implementation day and Live Q&A)

**Sunday, January 18th - Live Masterclass, 4pm ET - [Click here to register!](#)**

## Clear Surfaces Challenge!

### Key Concept:

- Gather all visible paperwork from surfaces, walls, your refrigerator, floor, etc., keeping any organizational structure you already have in place.
- Backlog is any paper stored in drawers, boxes, filing cabinets, etc.
- Throw away obvious trash when you see it.

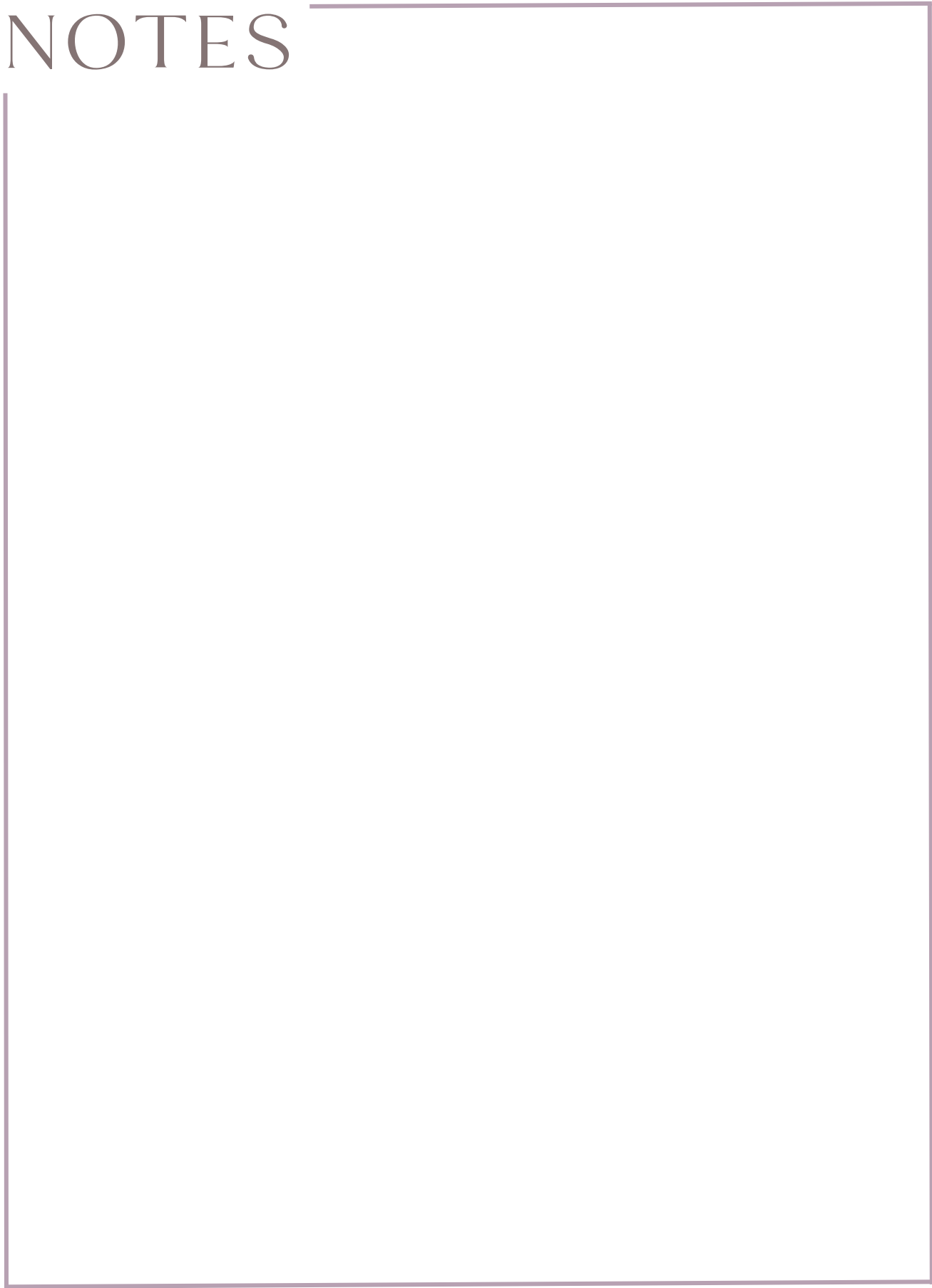
### Action Steps

- 1- Determine what you will use to gather – your physical inbox will work if you have a minimum amount of paper on surfaces. If you have a large amount of paper on surfaces, then use a different temporary larger inbox to gather, like a laundry basket, box, or boxes.
- 2- Gather all visible paperwork – anything on surfaces or attached to walls, your refrigerator, etc. Be sure to leave backlog paperwork alone at this point. Don't open drawers, boxes, or filing cabinets. Only gather visible paperwork.

### Included with this Workbook:

- Notes Page
- Workshop Calendar
- Time Zone Info













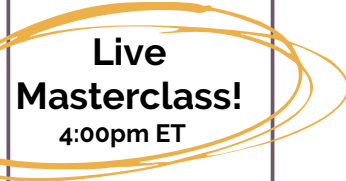


# NOTES





# The Simplify Workshop schedule

Sunday    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday

January

11	12  Video 1 Release 9:00 am ET  Live Q&A 4:00 pm ET	13  Video 2 Release 9:00 am ET  Live Q&A 4:00 pm ET	14  Video 3 Release 9:00 am ET  Live Q&A 4:00 pm ET	15  Video 4 Release 9:00 am ET  Live Q&A 4:00 pm ET	16  Video 5 Release 9:00 am ET  Live Q&A 4:00 pm ET	17  Live Q&A 4:00 pm ET
18   Live Masterclass! 4:00pm ET	19	20   <b>Success Stories</b> 9:00 am ET 10:00 am ET 1:30pm ET 3:30pm ET 5:00pm ET	21	22	23	24

 **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.

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.](#)**

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	5 am (1/19)
Australian Eastern Standard Time	8 am (1/19)

