

# 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, 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!](#)**

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

Keep

or

Toss

3 Types of Information

Recycle

Shred/Burn

Friends or Family

Action

Appointment

Reference

Ask yourself:  
- Can I say no?  
- Can I get it done within 2 minutes?

Ask yourself:  
- Can I say no?

Ask yourself:  
- Can I say no?

Active

Inactive

Ask yourself:  
- What is the next action?

Simplify Station

Calendar

Quick Reference In Simplify Station

Backlog in Temporary Holding

Companion Resource

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

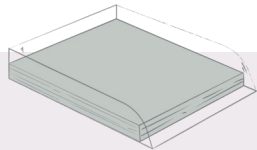
# Information essentials

Tools to simplify and organize all the information in your life

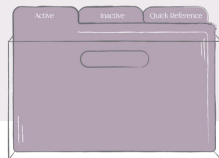
## Simplify Station

One physical location for your incoming, active, and quick reference paperwork.

Inbox



Paper Organizer



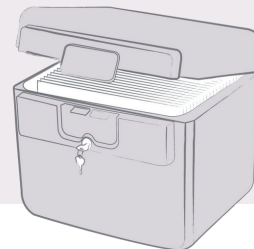
Clear Surfaces Challenge

## One Box

One physical location for your important documents and legacy information.

Safe

Fireproof &  
Waterproof



One Box Challenge

## Physical Systems Digital Systems

Physical and/or digital locations for your information including actions, appointments, and reference.

Physical



Files  
Notebooks  
Binders

Digital



Files  
Apps



Toss Recycle



Toss Shred / Burn



Toss Friends  
or Family



Keep Active >  
Simplify Station



Keep Inactive >  
Simplify Station



Keep Appointments >  
Calendar



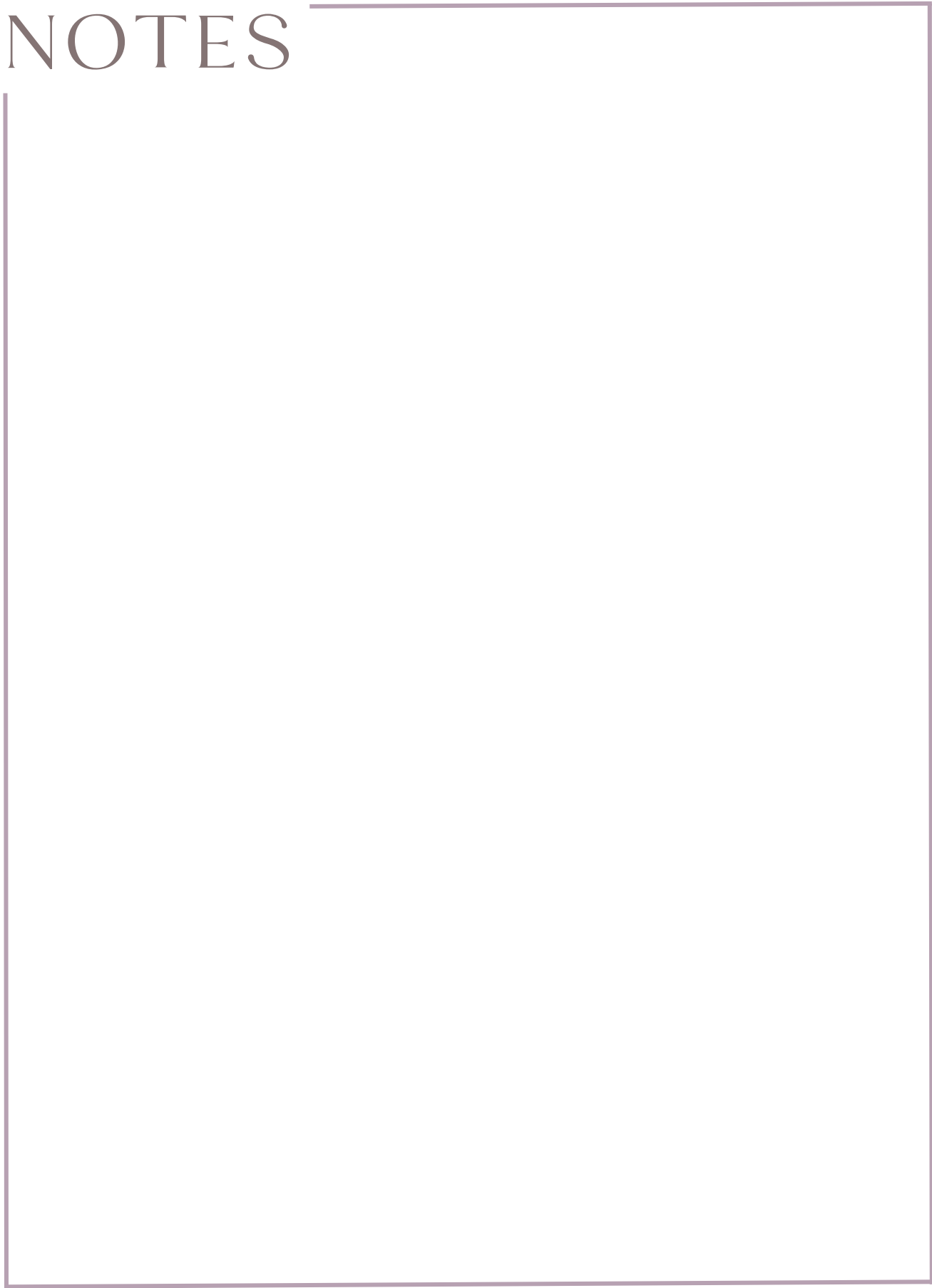
Keep Reference(Quick) >  
Simplify Station



Keep Reference (Backlog) >  
Temporary Holding















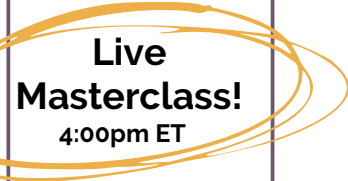


# NOTES





# The Simplify Workshop schedule

Sunday    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday

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)

