

Simplify Workshop

DAY 3 WORKBOOK

Expand your Simplify Station



Check out everything for Day 3 on the Workshop HUB page. ([Click here to access](#)).

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



Day 3 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!](#)

Expand your Simplify Station

Key Concepts:

- The 3 main types of information
 - Action
 - Appointment
 - Reference
- Establish your Simplify Station by using a paper organizer along with your inbox.
- The 3 main sections for your paper organizer
 - Active
 - Inactive
 - Quick Reference
- Subsections are optional—only use as needed.
- Keep Appointment Information in a calendar.
- Use the Quick Reference section in your paper organizer for Reference Information needed in the near future.

Action Steps

- 1- Reference the example sheet in this workbook to brainstorm different locations and options for your paper organizer.

- 2- Reference the Simplify Station Cheat Sheet in this workbook to get the full picture of what you're creating.
- 3- Utilize the recommended products for a paper organizer, if desired.
- 4- Decide what you will use for your paper organizer.
- 5- Decide which sections you will include in your paper organizer. Remember, you only need three: Active, Inactive, and Quick Reference.
- 6- Decide what calendar you will use for appointments. If it's a physical calendar, consider having it as part of your Simplify Station.
- 7- Decide if you will use an outbox for outgoing paper. If you will use an outbox, decide what you will use.
- 8-Set it all up!
- 9-Share your Simplify Station with us in our [Facebook Group!](#)
- 10-If you're social, share your Simplify Station on your own Facebook Page or Instagram. Tag us with @simplifydays and use the hashtag #simplifystation

Included with this Workbook:

- Example Sheet
- Simplify Station Cheat Sheet
- Notes Page
- Workshop Calendar
- Time Zone Info

Examples: Simplify Station

Create the right system for you!

Example 1 – Young Family

Inbox

- Open basket on entryway table

Paper Organizer

- File drawer in office

Outbox

- Open basket on entryway table

Example 2 – Traveler

Inbox & Paper Organizer

- Poly Project Organizer Notebook

Example 3 – Work at Home

Inbox

- Tray on office desk

Paper Organizer

- Stacked letter trays on office desk

Example 4 – Homebody

Inbox

- Top drawer in kitchen next to fridge

Paper Organizer

- Slim vertical file box with file folders on kitchen counter

Physical Calendar

- Wall calendar on the wall above the counter

These are 4 examples of how a Simplify Station could be implemented. Everyone's individual lives and preferences are different. **There isn't a "right" system for everyone, but there is a right system for you!** It may take some tweaking and adapting to find the best strategies for your individual life. Get started, and learn to tweak and adjust as you go. It'll take time to create the right system for you but you can do it!

Simplify Station cheat sheet

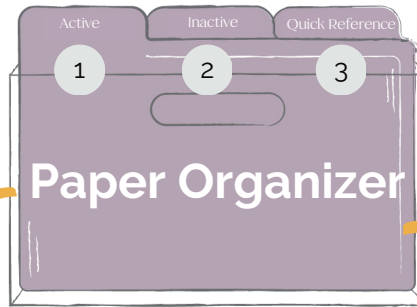


Clear Surfaces Challenge - Keep your surfaces clear by creating a place for all incoming paperwork.

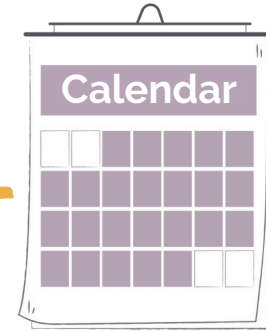


One drop location for all paperwork that comes through your front door.

Your Inbox and your Paper Organizer together create the foundation for your Simplify Station. You can keep them together or separate depending on your needs.



One location to clarify and organize your immediate paperwork.



You can use a physical calendar, a digital calendar, or a mix of both.

3 Types of Information



Action

Something to take action on.

Appointment

Something happening on a specific day.

Reference

Something to refer back to.

Possible Addition

- An outbox for paperwork ready to head out your door

Examples

- Form to return to child's school
- Card to drop at the post office

The Clear Surfaces Challenge

We would love to see your Simplify Station! Tag us @simplifydays & use the hashtag #simplifystation

1 Active

Things that you will focus on this week

Example

A bill that is due within 5 days

Possible Subsections

- To Do
 - To Call
 - To Pay
 - To Discuss
 - To Scan/To Enter
 - Etc.
- Active Projects

2 Inactive

Things that you will not focus on this week

Example

An insurance policy that you'd like to review at the end of the month

Possible Subsections

- Soon
- Future

If you use a physical calendar, consider having it as part of your Simplify Station.

This information belongs on a calendar!

3 Quick Reference

Things that don't require an action from you but that you reference frequently or will need to reference in the near future

Examples

- Receipts that you'll throw away after the return window
- Tickets to a show that you're going to

Possible Subsections

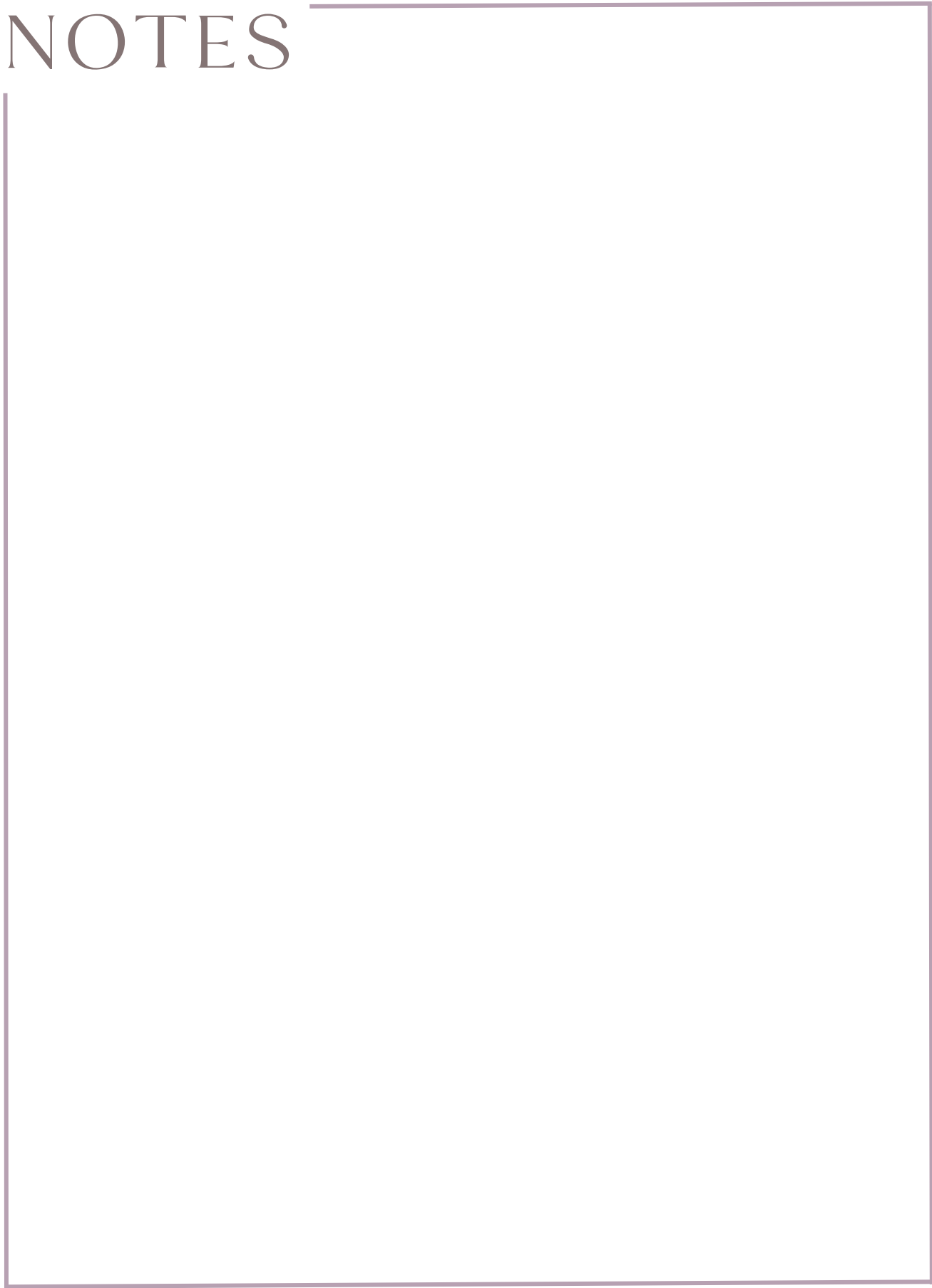
- Home
- Errands

Keep things as simple as possible. There are only 3 necessary sections in your Paper Organizer:

- 1 Active
- 2 Inactive
- 3 Quick Reference

The subsections are optional depending on your needs.













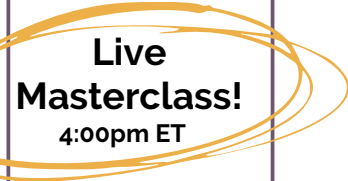


NOTES





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   Success Stories 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)

