

ORGANIZE YOUR LIFE / ORGANIZE FOR ACTION

GOAL SETTING WORKSHEET

What space do I need to organize?

What is my ideal use for the space?

Feeling I want to experience in the space:

- 👉 Now that you have taken time to visualize your goal, take stock of everything that you have in the space.
- 👉 Assign general categories to the objects in the area you are sorting. *I.e., books, photo albums, art supplies, files, memorabilia, games, shoes, etc.*

List your categories here 📌

You might find that your categories have subcategories, like *art books + fiction* for books, or *sneakers + high heels* for shoes.

Draw arrows to link your subcategories here 📌

- 👉 Decide which items will actualize your dreams for the space. Consider relocating items that do not.

- 💡 Having a methodical goal setting process *before you start sorting* will help when you are stuck on what to keep, what to relocate and what to get rid of!

- 👉 Take a highlighter or pen and mark which item categories and subcategories will make your space work for you!

- 👩 Go an extra step and jot down your ideas about where to relocate the items that need to find a new home!



HAPPY ORGANIZING!

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