



Totally-Tiffany™



2018 Get Organized Challenge #1



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Challenge #1: Set yourself up for success

“Well begun is half done.” Mary Poppins



Why resolutions to get organized fail:

- Goals are too big – there is a lack of instant gratification.
- When life becomes stressful our “Will Power” disappears.
- The Big Goal isn’t broken down into smaller goals and so becomes unattainable.
- Set-backs happen. Most “resolutions” don’t allow room for these.
- Most resolutions lack a “rewards along the way” plan.
- Lack of positive association with the end result. How will you feel when the task is done?

– what is YOUR BIG BENEFIT(S)? Emotion motivates!!!

What’s “MY Big Benefit”? (samples)

- I’ll be able to use both my crafting time and materials joyfully and without frustration.
- I’ll be able to spend my crafting budget wisely, without buying duplicates of things I already own.
- I’ll feel great about having friends over to Scrap.
- I’ll be able to go to crops and classes without spending hours getting ready to go.
- I’ll be able to get so much more done in so much less time.
- I’ll be able to create cards and gifts quickly and easily.
- I’ll be able to FIND MY STUFF!!!
- My husband will be able to eat his dinner at the dining room table.
- I’ll feel like I have control.

Step 1 – Learn the 4 Section System

This is the foundation of your organization system. It is your mental map or plan for how to put things away.

- Section 1 – Alphabets, Numbers, Punctuation
- Section 2 – Themes and Sentiments A-Z
- Section 3 – The Calendar Year (seasons and holidays)
- Section 4 – The Rainbow (Roy G. Biv with his friends Neutral and Metallic)

*****There is NO Miscellaneous!!!!*****

Step 2 - Themes and Sentiments Index

- Write a “Themes/Sentiments” Index and put it into alphabetical order.
- Your “Themes/Sentiments” index is going to guide you through much of the organization process. This is an alphabetized list of all the things you think you scrap/craft/ card-make about, or own materials to scrap/craft about.
- Create your index on the computer.
- Your mantra: “Keep things together I would use together.” This might mean combining categories.

[Print Tiffany’s example list.](#)



Step 3 – Gather Together

Gather items that are floating around your work area. They may be piles of leftovers from your last project, shopping bags from the last convention you attended, things tucked away in closets or drawers. Unpack crop totes. As you're pulling things out, try to group them together with like items. They can be added to existing drawers, boxes, etc. Your goal here is to get everything in one area. Take a few "before" pictures.

Step 4 – Prepare to Purge



- Purging your crafting area of things you won't use is a huge part of organizing. Purging will be different for each of us, both in the types of things we purge and the quantity of things.
- Decide what kind of crafter you are (and what you aren't).
- Set a goal of how much you'll purge and when it will leave your home.
- Find a place to donate or sell your purge
- Once something goes into your purge box, it doesn't come out!

Need some motivation? Read Tiffany's [Purge Patrol blog post](#).

Step 5 – Storage Tools and Space

The most important aspects of storage are visibility and accessibility.

- Put some thought into your space. How will you store things so they are the most visible and accessible? This could mean removing cupboard doors or adding shelves.
- What tools will you use? A ScrapRack, binders, file folders, large zip-lock type bags?

Step 6 – Create an "Organized Only" space (OOS)

This is the area in your room, space, closet or tote where you'll store your organized stuff! Ideally it should be an area within easy reach. It doesn't have to be a large area, it just needs to be empty. As you fill this space up, you'll be opening up other areas in your craft space.



Step 7 – Stay Focused - WDYDT

What did you do today that moved you closer to your goal? Create a small notebook and be sure you make a note about what you did each day. Need more info – read Tiffany's [WDYDT blog post](#).

Step 8 – What type of crafter are you?

This will help you determine the best types and styles of tools for organizing your supplies. [Learn More.](#)

Things you'll need to complete the challenge:

1. Time to create your Big Benefit / Reward Board
2. A small notebook
3. Time to read through the *4 Section System* article
4. A computer with a printer, or a piece of paper and a pencil
5. An empty box that is larger than 12x12 for purge stuff
6. Time to search and gather supplies that might be "spread around"
7. Time to evaluate your space – send photos if you need suggestions.
8. Storage Tools / Supplies



Challenge #1 – Assignment Checklist

- Use your craft supplies to create a “Big Benefit(s)” Board and a reward list for each of the 8 challenges. Hang it up somewhere you’ll see it every day.
- Read the [4 Section System](#) article on the Totally-Tiffany Website (Totally-Tiffany.com). Click on the link above, or go to [Totally-Tiffany.com](#) and type “4 Section System” into the search bar. From there, click on the “Meet the 4 Section System” article.
- What type of crafter are you? [Read my blog post](#) if you need a little help determining “who” you are.
- Create your [“Themes & Sentiments”](#) Index.
- Take a few “before” pictures.
- Gather your supplies together in one room or space.
- Set your Purge Goals, get a Purge box, find a home for your Purge – where will you send it, take it, etc? [Watch the Purge video here.](#) [Read the Purge Patrol blog post.](#)
- Evaluate your space for *visibility* and *accessibility*. Make changes and prepare the space for your supplies.
- Create a WDYDT notebook and use it!!!!
- Create an “Organized Only” Space
- Join the [Get Organized Challenge Group](#) on our Facebook page.
- Go PUBLIC!
- Put up a progress post or send a progress email.
- When you complete this challenge, celebrate with your Reward #1

“We all have the same amount of time.” Karen Slusher

“It does not take much strength to do things, but it requires a great deal of strength to decide what to do.” — Elbert Hubbard

Notes:



Get Organized Challenge Product Discussion

After each GOC class, I'll do a brief product demonstration to give you more details on the products I used during class. This is a great time to ask questions and get an immediate response.



Challenge #1

The ScrapRack – the perfect craft supply “store-it-all”



Step 1 – start with a base unit, add an expansion. One of the really cool things about the ScrapRack is that it is expandable. You don't have to “reinvent” your organization system when your supply collection changes or grows, just add another base.

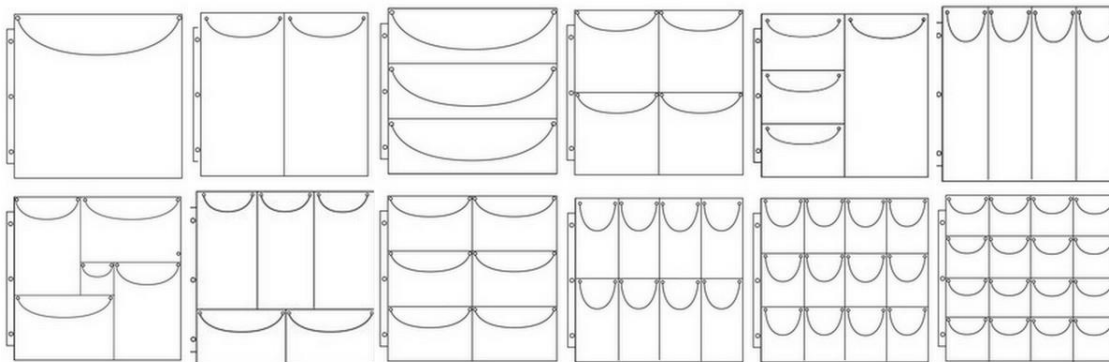


Single base ScrapRack

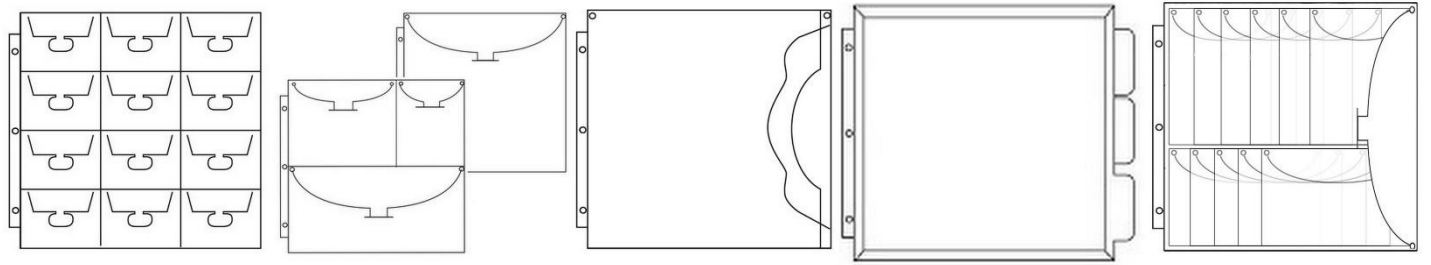
Double base ScrapRack.

Step 2 – add pages

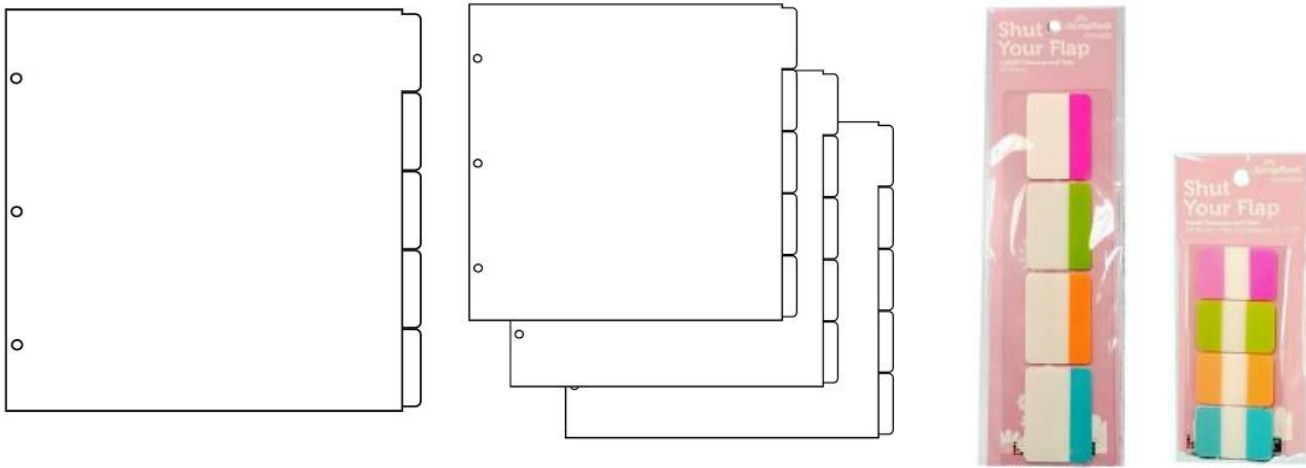
ScrapRack pages come in Basic Storage Page designs and Specialty Storage page designs.



[Specialty Storage pages](#)



Step 3 - [Add Dividers and label tabs](#)



Notes:
