

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

Calendar

Use this calendar as a general guide for de-junking your business and restoring it to streamlined efficiency. Adjust the time frames according to the amount of work each component will take.


Week 1: Out with the Old	
Monday	
<p>A.M.</p> <ul style="list-style-type: none">Read through your step-by-step guide and analyze your own habits. What is going to be your biggest challenge (or challenges?) What makes you procrastinate? <p>Determine how you will avoid or forestall procrastination this week.</p> <ul style="list-style-type: none">Determine your rewards for each area you are going to de-clutter. Write them down!Think about your office. Is it in the right place for you in your home? Could you change it to a better one? <p>What stops it from being perfect?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>What do you need for it to function better?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>TIP: KEEP A JOURNAL of questions like these; your determinations and findings; your actions!</i></p>	<p>P.M.</p> <ul style="list-style-type: none">Take a "Before" snapshot of your office. Get hold of two or three large boxes and at least one heavy-duty garbage bag. Go to the store if you need to, to obtain them. <p><i>(Home Depot sells sturdy large, medium and small boxes and the Liquor Store can be a great free source. While you are out, invest in thick-tipped highlighters and a thick-tipped, black, permanent marker.)</i></p> <ul style="list-style-type: none">Mark one box "KEEP"Mark one box "DONATE"Mark one box "TRASH" (or use the large, heavy-duty garbage bag)[Optional:] Mark a third box "RE-ASSIGN". Put items you plan to give to other family members or assign to other rooms in this boxStart by removing excess dishes and throwing away broken items or actual trashGo through your whole office until the boxes (and bag) are filled and you are satisfied there is no more to remove or moveDust and polish wooden surfaces. Clean glass surfacesTake an "After" snapshot.ENJOY YOUR REWARD! ★

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Tuesday	
A.M. <ul style="list-style-type: none">• Revisit your company structure: Is it still relevant to your business goals? Have these goals changed so that another structure would be better?• Contact your business lawyer or accountant and discuss this, if necessary—or visit authority sites such as LegalZoom to more thoroughly learn the pros and cons of each type of business structure• Dig out your business plan and go over it. Tweak what needs to be tweaked to accommodate new knowledge or new goals. Enter new information.• Download mind-mapping software, if you haven't already; or pick up your notepad or hand-held recording device or mobile. Brainstorm your business, using the question: "What do I need to do to make this happen?" to help you reach solid conclusions.• Formalize your plan, if you prefer. I.E.: Transfer your notes to a document. Place in your Company Operating Manual – even if you haven't created one yet.(This can be your first entry)• Decide on:<ul style="list-style-type: none">• What no longer works for your business• What is working• What direction you want your business to go	P.M. <ul style="list-style-type: none">• Revisit or create your company Mission Statement. It should address what do you want to do, for whom and why.• Put it at the front of your Company Operating Manual• Organize documents you wish to place in your Company Operating Manual• Create Excel¹ spreadsheets of all your company data, including:<ul style="list-style-type: none">• URLs• Domains• Logins• Usernames• Renewal dates• Cost• Date established• Web hosting data• Subscriptions• Financial information• Other legal information (licenses, permits, etc.)• Contractor contact information and contracts• Client contact information and contracts• Print out an insert any other key documentation you need for your company <p>Make sure your focus is on allowing others to take care of business, should you become suddenly incapacitated</p>

¹ Don't be afraid to go ahead and **learn Excel** if you aren't familiar with it: MS provides excellent, easy **tutorial videos**. And remember you can **add to your Company Manual** as you reorganize.

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Wednesday	
<p>A.M.</p> <ul style="list-style-type: none">• Explore apps, tools and resources you’ve been considering to help automate or streamline your business. <p>Make a plan for installing them. Are you going to install and learn one tool a day? Or will you do it all at once, today?</p> <p>Suggested tools and apps</p> <ul style="list-style-type: none">○ Password Manager○ Unstoppable Productivity○ Google Calendar○ Carbonite○ Mailstrom○ Templates or “kits”	<p>P.M.</p> <ul style="list-style-type: none">• Install the tools you’ve decided to install• Access all your login sites to add them to your password manager. <p><i>(Remember, when you are done, you will never have to mess around finding or resetting (or even inputting) your passwords again. You’ll be able to enter sites instantly—while knowing they are ultra-secure!)</i></p> <ul style="list-style-type: none">• Check out videos and the guide for Unstoppable Productivity• Start your Carbonite back up <p><i>(Allow an extra few days to a week, if you are backing up manually to Dropbox)</i></p> <ul style="list-style-type: none">• Start using Unstoppable Productivity to schedule further tasks
Thursday	
<ul style="list-style-type: none">• Tackle de-cluttering your Inbox(es). Decide what method will work best for you:<ul style="list-style-type: none">○ Full delete○ Search and delete by correspondent or keyword○ Third-party resource such as Mailstrom○ Learning Gmail filtering, if you operate mostly from Gmail○ Organize your folders<ul style="list-style-type: none">▪ Delete redundant folders, after emptying or moving contents▪ Set up new folders <p>• REWARD YOURSELF! </p>	


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Friday	
<p>A.M.</p> <ul style="list-style-type: none"> • Delegate household tasks • Consult worksheet and review your outsourcing plan • Research outsource contractors • List areas you need contractor(s) to specialize in • Write out questions you need to ask • Contact outsource contractors and if they are available, either: <ul style="list-style-type: none"> ○ Assign small task or purchase smallest package, and try contractor out <p>OR</p> <ul style="list-style-type: none"> ○ Set up interviews ○ Interview contractors • Set up a separate business bank account and credit card, if this is needed at this point in your business 	<p>P.M.</p> <ul style="list-style-type: none"> • Create a strategy for your outsourcing. Detail: <ul style="list-style-type: none"> ○ What you need each contractor to do ○ Delivery routines ○ Whether or not there will be a central area for project management ○ Number of revisions (if applicable) ○ Number of hours allotted for each task/contractor ○ Estimate delivery times • Set up project management system, Google Docs or Dropbox. <p><i>(Be sure to tell each contractor you interview what you are using for a delivery system; and ask if they have used that delivery system.)</i></p> <ul style="list-style-type: none"> • Decide on payment details and delivery (if contractor(s) haven't already specified this). Set up online banking options, if not using PayPal
Saturday	
<p>A.M.</p> <p>10 a.m. FAMILY MEETING</p> <ul style="list-style-type: none"> • Discuss any new routines • Ask for input • Consider suggestions • Set ground rules 	<p>P.M.</p> <p>Do chores discussed at family meeting with children and spouse</p> <ul style="list-style-type: none"> • REWARD FAMILY WITH PIZZA, MOVIE; SOMETHING SPECIAL 

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Sunday	
DAY OFF WITH FAMILY	DAY OFF WITH FAMILY
Week 2: In with the New	
Monday	
A.M. <ul style="list-style-type: none"> • Conduct contractor interviews and/or finalize communication and delivery protocols • Assign tasks • With contractor tasks assigned, create new schedule, fitting in: <ul style="list-style-type: none"> ○ Time for a formal learning course ○ Exercise time ○ Lunch break ○ Webinars you want to take ○ Online courses you have purchased but never had time to work your way through 	P.M. <ul style="list-style-type: none"> • Research mobile apps, if you are spend a lot of time on your mobile • Decide when you will—and won't—use your mobile for work purposes • Choose apps that allow you to check things at a glance or perform functions instantly • Download your chosen apps • Play with them. Explore tutorials and features. Make notes, if you need to. • Get back to your regular work, if there is time today

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Tuesday	
A.M. <ul style="list-style-type: none"> Schedule your Unstoppable Productivity tasks Perform your regular work, using your new routines and tools 	P.M. <ul style="list-style-type: none"> Clean up your social media profiles and pages <i>(Either do this all at once; or fit one profile or page in per day.)</i> Take care of ordering new offline resources such as updated business cards, extra stationery you need Research and shop for new office equipment if necessary
Wednesday	
A.M. <ul style="list-style-type: none"> Schedule your Unstoppable Productivity tasks Perform your regular work, using your new routines and tools 	P.M. <ul style="list-style-type: none"> Finish interviews and finalize contractor contracts Take Melissa Ingold's free outsourcing course at getmorefreetime.com
Thursday	
A.M. <ul style="list-style-type: none"> Schedule your Unstoppable Productivity tasks Perform your regular work, using your new routines and tools 	P.M. <ul style="list-style-type: none"> Attend a webinar Take your chosen online course
Friday	
A.M. <ul style="list-style-type: none"> Schedule your Unstoppable Productivity tasks Perform your regular work, using your new routines and tools 	P.M. <ul style="list-style-type: none"> REWARD YOURSELF!  <p>Your self-care treat of the week: Go for a massage, read a book, craft, have lunch with a friend.</p>

Welcome to your new, streamlined lifestyle!