

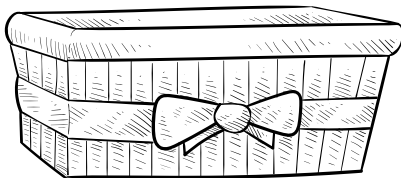
Sunday Basket

MINI COURSE

WELCOME TO THE SUNDAY BASKET MINI COURSE

WHAT IS A SUNDAY BASKET?

THE SUNDAY BASKET IS A WEEKLY SYSTEM THAT HELPS YOU CAPTURE ALL YOUR THOUGHTS, TASKS, PAPERS, AND TO-DOS IN ONE ORGANIZED LOCATION SO NOTHING FALLS THROUGH THE CRACKS.

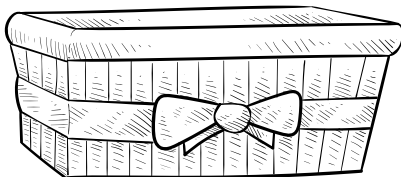


WHO IS IT FOR?

BUSY INDIVIDUALS AND FAMILIES
WHO WANT TO REDUCE MENTAL
CLUTTER, IMPROVE ORGANIZATION,
AND TAKE BACK CONTROL OF THEIR
TIME AND SPACE.

BENEFITS:

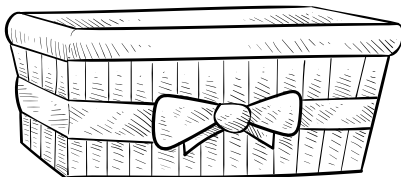
CLEAR YOUR MIND
STAY ON TOP OF TASKS
REDUCE PAPER CLUTTER
IMPROVE WEEKLY PLANNING
BOOST PRODUCTIVITY



SUPPLIES LIST

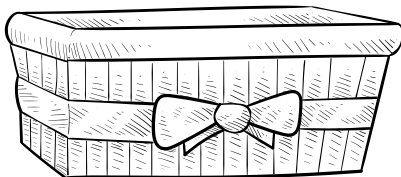
BEFORE YOU BEGIN, GATHER THE FOLLOWING SUPPLIES:

- ONE LARGE STURDY BASKET OR DESKTOP FILE BOX
- 5-10 SLASH POCKETS (COLORED FILE POCKETS)
- BLANK LABELS OR A LABEL MAKER
 - PEN AND STICKY NOTES
- WEEKLY PLANNER OR CALENDAR



CHOOSE YOUR BASKET SPOT

PICK A CENTRAL LOCATION WHERE YOUR BASKET WILL LIVE (COUNTER, DESK, COMMAND CENTER). IT SHOULD BE EASILY ACCESSIBLE BUT NOT CLUTTERED.

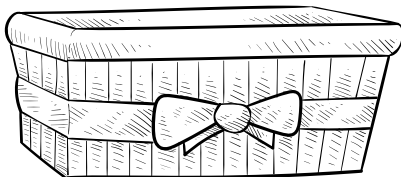


COLLECT THE PAPER

WALK THROUGH YOUR HOME AND
GATHER:

MAIL
RECEIPTS
SCHOOL FORMS
INVITATIONS
COUPONS
NOTES
TO-DO LISTS
ANYTHING PAPER-RELATED!

DROP IT ALL IN THE SUNDAY BASKET
-NO SORTING YET.



YOUR FIRST SUNDAY SESSION

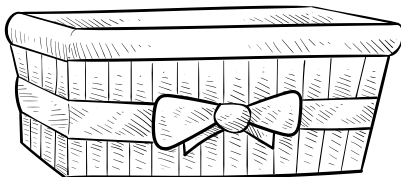
TIME NEEDED: 30-60 MINUTES

EMPTY THE BASKET

TAKE EVERYTHING OUT AND SORT IT
ON A TABLE.

TRIAGE YOUR PAPER

TOSS OR SHRED WHAT YOU DON'T
NEED. FILE WHAT YOU MUST KEEP
LONG-TERM ELSEWHERE (NOT IN THE
BASKET).



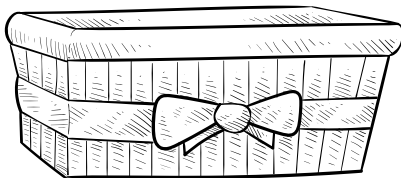
YOUR FIRST SUNDAY SESSION

SORT INTO SLASH POCKETS

PLACE EACH PAPER INTO THE APPROPRIATE SLASH POCKET BASED ON CATEGORY. IF IT DOESN'T FIT A POCKET, WRITE A STICKY NOTE AND CREATE A NEW ONE.

PLAN YOUR WEEK

REVIEW YOUR CALENDAR AND TO-DO LIST. SCHEDULE TIME TO HANDLE ITEMS FROM YOUR BASKET.

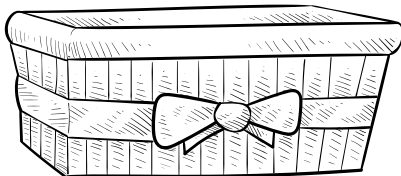


WEEKLY MAINTENANCE ROUTINE

REPEAT YOUR SUNDAY BASKET
SESSION EVERY WEEK.

ALLOW 30-60 MINUTES

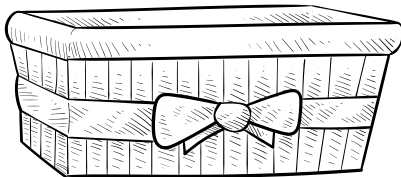
CONSISTENCY IS KEY. THE MORE YOU
USE IT, THE MORE EFFICIENT YOU
BECOME.



TIPS FOR SUCCESS

KEEP IT VISIBLE: OUT OF SIGHT =
OUT OF MIND. KEEP YOUR BASKET IN
A SPOT YOU PASS DAILY.

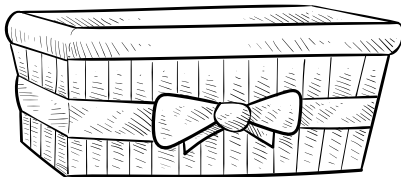
INVOLVE THE FAMILY: KIDS AND
SPOUSES CAN HAVE THEIR OWN
POCKET OR CONTRIBUTE TO THE MAIN
BASKET.



TIPS FOR SUCCESS

USE STICKY NOTES: WRITE TASKS ON
STICKY NOTES IF YOU'RE UNSURE
WHERE THEY BELONG.

STAY FLEXIBLE: THIS IS YOUR
SYSTEM-MAKE IT WORK FOR YOUR
LIFESTYLE.



STILL NEED A LITTLE HELP?

HEAD OVER TO MY WEBSITE AT
CLEARPATHHOMEMANAGEMENT.COM
AND SCHEDULE A ONE-ON-ONE IN-
PERSON OR VIRTUAL SESSION WITH
ME.

-OR-

FOR ONLY 19.99 A MONTH, GET ACCESS
TO JOIN MY WEEKLY LIVE SUNDAY
BASKET GROUP!

