

GOPACK Method: Follow these steps to organize just about anything

	ACTIONS	DECISIONS	RESULTS
	<i>First step in getting results!</i>	<i>You've got this!</i>	<i>This is what the GOPACK Method is all about.</i>
1 Group Objects	Group like items together into piles. Helpful hint: Use clear shoebox-like containers or Bankers Boxes to hold items temporarily. Label the containers/boxes!	None yet!	You'll know exactly what you have. For example, the seven rolls of tape that have accumulated because you couldn't find the last roll you used.
2 Purge	Decide whether to keep the item or give it away. Helpful hint: Tackle one pile/container at a time and decided whether you use it, love it, or want to make space for it.	Ask "Does this serve me in my life today?" Be deliberate about your choices of what to keep and what to purge.	Your space will hold only the things you love and use, which will raise your energy level.
3 Assign	Determine the best home for your item(s) according to the use. For example, place items in the associated zone.	Divide your home into activity/usage zones.	Everything will be where you need when you need it. For example, your keys. This will save you enormous amounts of time each day.
4 Contain	Measure and decide on what to contain. Helpful hint: Choose containers you love that inspire you.	Now it's time to buy those containers.	The right containers not only "contain" like items, but they mean easy cleanup when items stray from their home.
5 Keep it up	Organizing is a daily practice, not a one-time event. Helpful hint: Perform this task when your energy level is high.	Spend 15 minutes each day to maintain the system(s).	As you progress with your new systems, you'll find that you have more free time to focus on what's most important to you.