

**Realize effective & practical solutions to everyday challenges in three simple steps: Simplify. Clarify. Inspire.**

Intentional Solutions is a hands-on consulting firm delivering organizational solutions for households, businesses, students, and people in life transition. Operating on the belief that abundance is only possible through the absence of excess, the emphasis of my philosophy and practice remain deliberately focused on simplicity.

Intentional Solutions operates on the belief that:

- There is a profound peace and a unique happiness found in simplicity.
- Simplifying the stuff in our spaces and the systems of our life helps to achieve clarity.
- Clarity is essential to implementing a strategic plan with lasting results.

### 3-Step Method

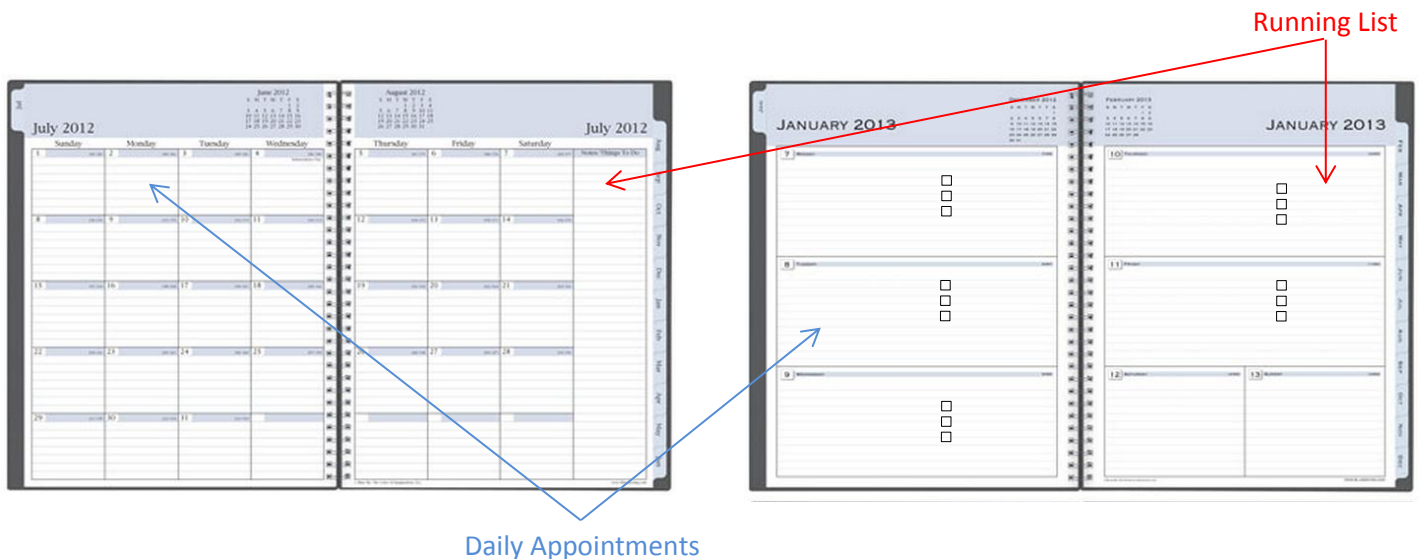
Effectively manage any space, operational system or complex concept in three simple steps.

- **Simplify:** Purge anything that is not absolutely essential.
  - Trash | Recycle | Give Away | Consign
- **Clarify:** Organize everything that is absolutely essential using my 4 Rules of Organization.
  - Like Things Together | Easy to Find | Easy to Reach | Out of the Way Proximity = Urgency
- **Inspire:** Refresh with creativity and vibrancy.
  - Aesthetic | Function | Flexibility | Lifestyle

### Time & Tasks

Effectively manage time & tasks in order to consistently show up on time, prepared for success.

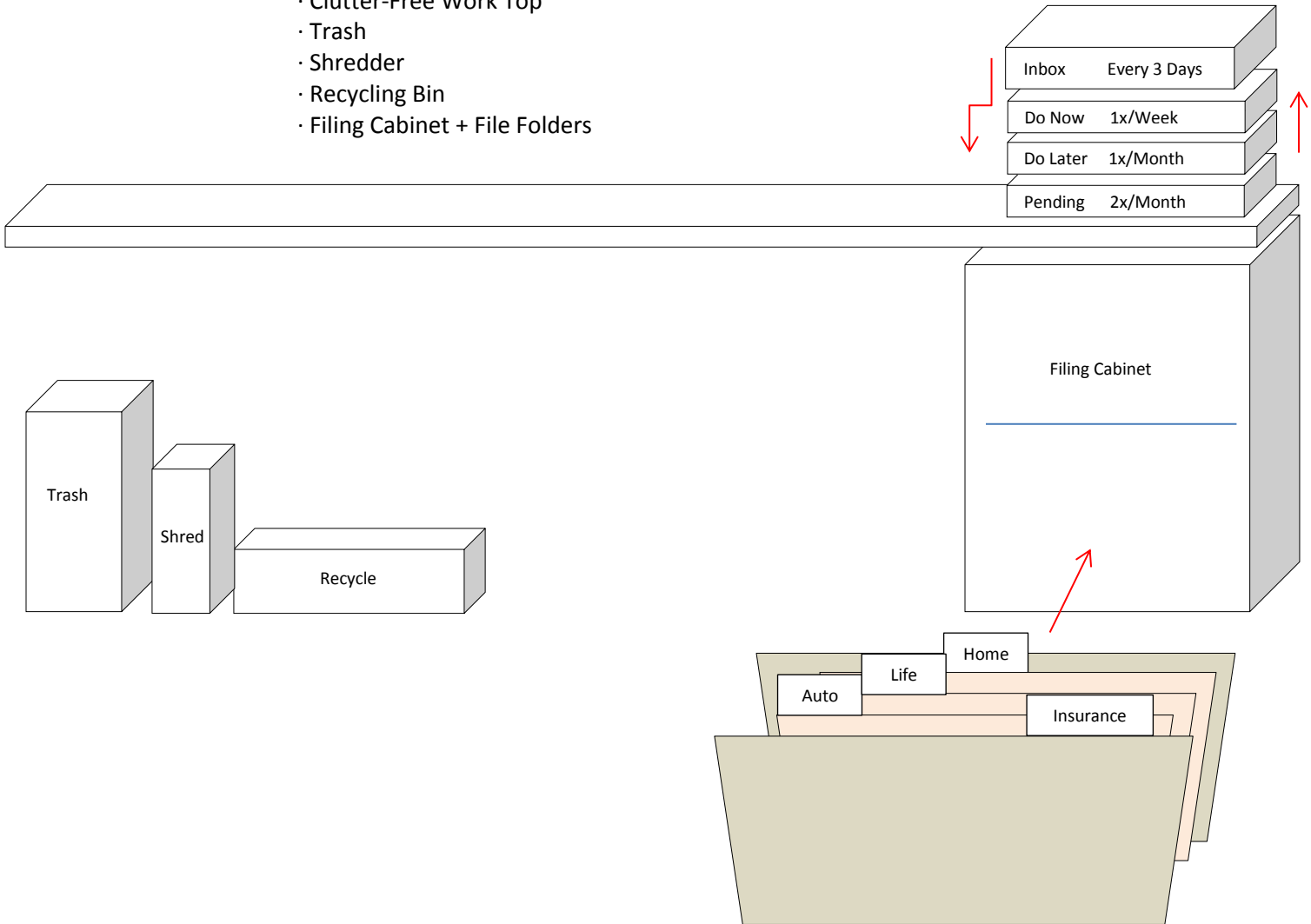
- Monthly-at-a-Glance: Schedule daily appointments in pencil
- Weekly-at-a-Glance: Confirm daily appointments + prioritize & schedule Running List
- Sunday Sync: Family meeting to discuss logistics & weekly expectations
- Running List: Review tasks for completion, priority and rescheduling
- Recommended Calendar: [www.BlueSkyImg.com](http://www.BlueSkyImg.com) | Office Depot



## Paper & Files

Effectively manage paper & information files with a system designed for simplicity & efficiency.

- Inbox + 3 Action Files
- Clutter-Free Work Top
- Trash
- Shredder
- Recycling Bin
- Filing Cabinet + File Folders



### Action Files

- Everything (mail, parcels, magazines, bills, report cards, etc.) go in the **Inbox**. Empty every 3 days.
- Urgent items go in the **Do Now** box. Take action and completely empty 1x/ week.
- Less Urgent items go in the **Do Later** box. Take action and completely empty 1x/month.
- Items waiting for something else to happen go in the **Pending** box. Check in and take action 2x/month.
- Take action.
  - Pay the bill. Return the call. Place the order. Update the status. Schedule the appointment. Etc.
  - Trash. Shred. Recycle. File.
- **File** pertinent information that may be needed later using Intentional Solutions 4 Rules of Organization:
  - Like Things Together | Easy to Find | Easy to Reach | Out of the Way**
- Sort out of Inbox into appropriate Action File & adjust priority between boxes as urgency changes.
- Apply this system to electronic information for email, digital and online files using the same strategies.