



# ACTION BOX



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## TAKE CONTROL OF YOUR TO-DO LIST & ENSURE NOTHING FALLS THROUGH THE CRACKS

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1. Check out this link for supplies to make your own action box:  
[www.eversoorganized.com/memory-boxes](http://www.eversoorganized.com/memory-boxes)

2. Use a laundry basket to gather ALL paperwork around the house: bills, magazine clippings, mail, to-do lists and files.

3. Separate the paperwork into categories— kids, house, self-care, travel, school, meal planning, to file, etc.

4. Create a home for each of your categories by labeling a plastic pocket and placing all related paperwork inside. These categories may change depending on projects you have going on.

5. Brain dump additional short-term and long-term items you want to complete onto post-its or notecards. Add these items to existing plastic pockets (label additional plastic pockets if needed).

6. Train yourself and family members to put mail, items that need to be fixed, and any other actionable items in the box.

7. Choose the same day of the week, every week to dump out the contents of the box and work through the items that need attention.

8. If you aren't able to complete some items until later during the week, move these items to a red plastic pocket and leave the folder in a visible location until the items are completed.

Remember: this isn't a file box. This is a place to store items that need action in the near future.