

[real neat] self-check

real life. real organized. real simple.™

*Do you have organizing systems in place that make your life run smoothly?
Enter Y for yes, W for want one, and N/A for not applicable.*

- I have a system for keeping track of my daily schedule.
- I have a system for processing my mail.
- I have a system for keeping track of my keys.
- I have a system for paying bills on time.
- I have a system for food shopping (i.e., grocery list, coupons, etc.).
- I have a system for keeping track of "To Do's."
- I have a system for decluttering and/or weeding on a regular basis.
- I have a system for laundry and dry cleaning.
- I have a routine for getting out of the house on time for activities.
- I have a system (i.e., timers, alarms, etc.) for sticking to my daily schedule.
- I have a system for processing my children's school papers.
- I have a system for keeping track of information about my home.
- I have a system for completing chores around the house.
- I have a system for family communications.
- I have a system for merchandise returns, running errands, etc.
- I have a system for weeding out clothing from our closets.
- I have a system for filing and retrieving vital family records.

*Need help getting some systems set up? Let's get your life back on track!
Schedule your "Productivity Power Hour Consultation" today. Set it up
online at www.realneat.com/services/schedule/ or call (859) 321-4759.*

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