WHAT INTUITIVE ORGANIZATIONAL TYPE ARE YOU? [1/3]

Use the following worksheet to discover your **Intuitive Organizational Type**, and familiarize yourself with guidelines and helpful tips for your type.

This worksheet will help you identify your *dominant* **Intuitive Organizational Type.** Read the questions and circle the answer that generally represents your habits. Note that while your habits may shift and evolve, knowing your dominant type will help you know what is realistic and effective when it comes to decluttering your digital life.

QUIZ

1. **Organizational Tendency (OT)** - After organizing a physical or digital space (ex: your closet, room, or email account) how likely is it to still be organized one week later?

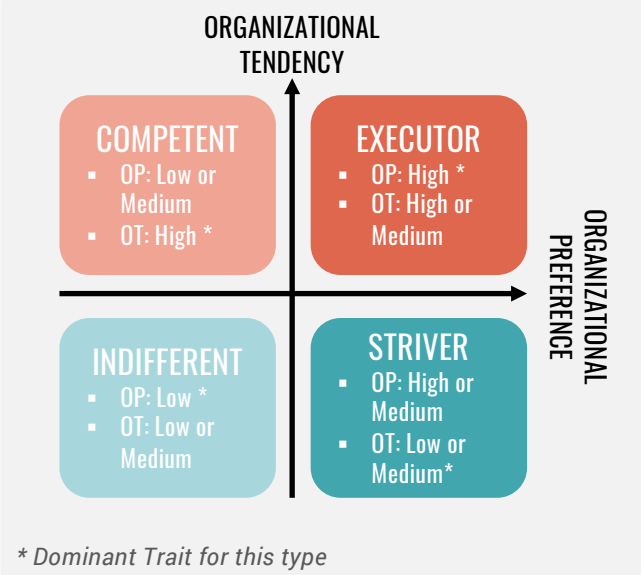
a. **High** – *Very likely* – For the most part, it will still be sparkly clean
b. **Medium** – *Somewhat likely* – it won't stay perfectly organized, and there'll definitely be a few piles of things and some maintenance clean-up.
c. **Low** – *Unlikely* – Chances are things will have gotten pretty messy again

2. **Organizational Preference (OP)** - When it comes to getting things done, you love to work in environments that are:

a. **High** – Very organized, with everything in its place and minimal clutter
b. **Medium** – Creative, free flowing, and inspiring
c. **Medium** – Depends on what you're doing – you're pretty versatile and flexible when it comes to where you thrive
d. **Low** – Environment and space have little impact on your mood or ability to focus

RESULTS

- If you've selected Low or Medium OP, High OT, your Intuitive Type is ***Competent***
- If you've selected High OP, High or Medium OT, your Intuitive Type is ***Executor***
- If you've selected Low OP, Low or Medium OT, your Intuitive Type is ***Indifferent***
- If you've selected High or Medium OP, Low or Medium OT, your Intuitive Type is ***Striver***



** Dominant Trait for this type*

WHAT INTUITIVE ORGANIZATIONAL TYPE ARE YOU? [2/3]

GUIDELINES & TIPS

Knowing your dominant type can help when it comes to decluttering your digital life. Please review the decluttering guidelines and tips below for your specific Intuitive Type.

FOR ALL TYPES:

- ✓ **Stay focused.** Keep your biggest digital pain points in mind, and work on handling those areas first.
- ✓ **Set up a regular weekly digital maintenance session** for cleaning up all areas of your digital life - especially your calendar, to do list, and email. Bonus: Use this time for **advance calendar planning** and scheduling the coming weeks.
- ✓ **Don't panic, you got this.** When life happens and you fall behind on emails or things get a little messy, don't panic or beat yourself up – schedule a digital maintenance for yourself.

COMPETENT

- ✓ **Revisit and optimize any existing digital systems and processes**, and check what you can improve or update – for example, using a digital platform like Evernote or the Notes app in your phone for your To Do list, setting up your Digital Zen 'One calendar' or the advanced Inbox Freedom email system.
- ✓ **Leverage automation techniques** to super boost your productivity.
- ✓ **Have realistic expectations for others**, especially in professional settings or with family and friends. Not everyone has your natural inclination for systems and organization.

EXECUTOR

- ✓ **Take the time upfront** to set up your ideal, robust systems – better to spend the time upfront to get things working exactly how you want them.
- ✓ **Incorporate visuals or metadata into your new systems.** Pay attention to how you typically process and sift through information, and make sure your systems leverage visuals or metadata (for example – sorting by color, function, chronology, or importance).
- ✓ **Go digital whenever possible, and optimize any existing digital systems and processes. U**se a digital platform like Evernote or the Notes app in your phone for your To Do list, and try out the advanced Inbox Freedom email system.
- ✓ **Remember that done is better than perfect**. Don't get so caught up in details that you miss out on strategic and value add activities.
- ✓ **Don't succumb to the "The 'What The Hell' Effect.** When life happens and you fall behind on emails or things get a little messy, don't panic – schedule a digital maintenance for yourself.

WHAT INTUITIVE ORGANIZATIONAL TYPE ARE YOU? [3/3]

GUIDELINES & TIPS

Knowing your dominant type can help when it comes to decluttering your digital life. Please review the decluttering guidelines and tips below for your specific Intuitive Type.

INDIFFERENT

- ✓ **Focus on organizing the 'big wins' areas of your digital life** that most impacts others or can boost your effectiveness – for example, your email, calendar, and passwords management. While you may feel comfortable with your high level of flexibility, be aware of how your preferences impact others, and make tweaks according to impact and external demands. For example, if your boss has given you specific feedback or your partner has a frustration. 1- 2 major tweaks (ex: using an online calendar) can make a big difference
- ✓ **Don't be afraid to customize** any teachings or best practices to makes them work better for you.
- ✓ **Test out different mediums and systems** until you find the right one that works for you. Choose a paper or digital To Do list system that reflects whatever you are already doing.
- ✓ **Use paper when it suits you –** For example, try keeping a paper agenda where you can calendar, draw, brainstorm, and doodle. You'll want to keep your To Do list simple, tangible, and proximate – a paper notebook may be best

STRIVER

- ✓ **Aim high, but not too high.** Be realistic and compassionate with changes
- ✓ **Don't be afraid to customize**, there's not one perfect way of doing things. Perfect is impossible here!
- ✓ **Stay focused.** For areas of your digital life that are heavily linked to behavior – such as emails or social media use, change only one habit at a time.
- ✓ **Test out different mediums and systems** until you find the right one that works for you. Choose a paper or digital To Do list system that reflects whatever you are already doing. Try using a simple digital calendar - you can set up a few subcategories for Work and Personal.