

# Mind Organization for Moms Workshop Materials

Presented by The Power of Moms

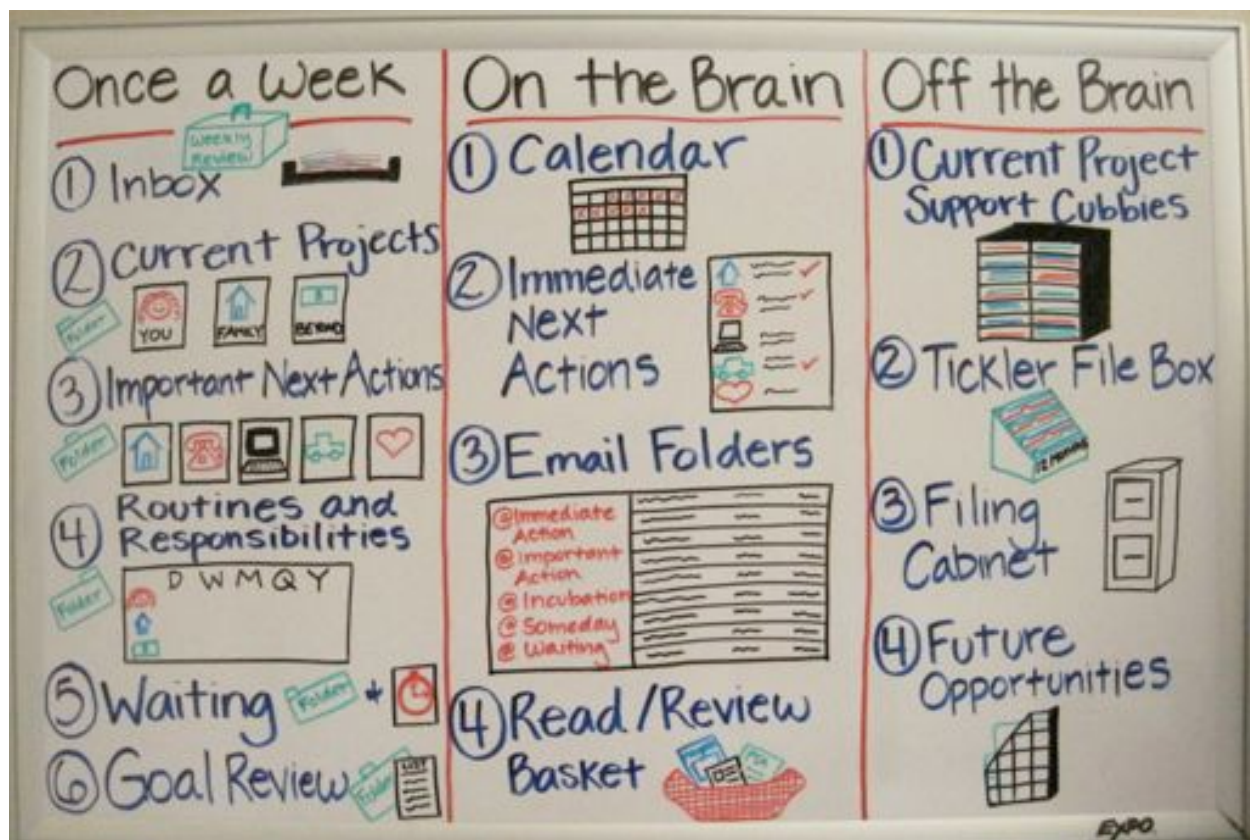
Welcome to Mind Organization for Moms—a mother's key to stress-free productivity (doesn't that sound dreamy?). M.O.M. is based on David Allen's best-seller *Getting Things Done*®, and the materials below will walk you through this Power of Moms Workshop. A full version of the program is available online through [www.powerofmoms.com](http://www.powerofmoms.com).

We hope you enjoy this experience—we know it will help you find order amidst chaos and achieve the peace of mind necessary to more fully enjoy your family.

## M.O.M. DIAGRAM AND SUMMARY

We're going to organize your mind into three sections:

- A few things will be on your brain pretty much daily
- Weekly Review items will be on your brain only once a week
- A few things will be off your brain, but safely tucked away.



**Center Section of Diagram--Things You Keep On Your Brain:** You'll carry these with you and/or keep them handy throughout the day.

(1) **Calendar**—paper or digital, record what you have to do *that day*, or not at all (appointments, a time-sensitive phone call, social engagements...).



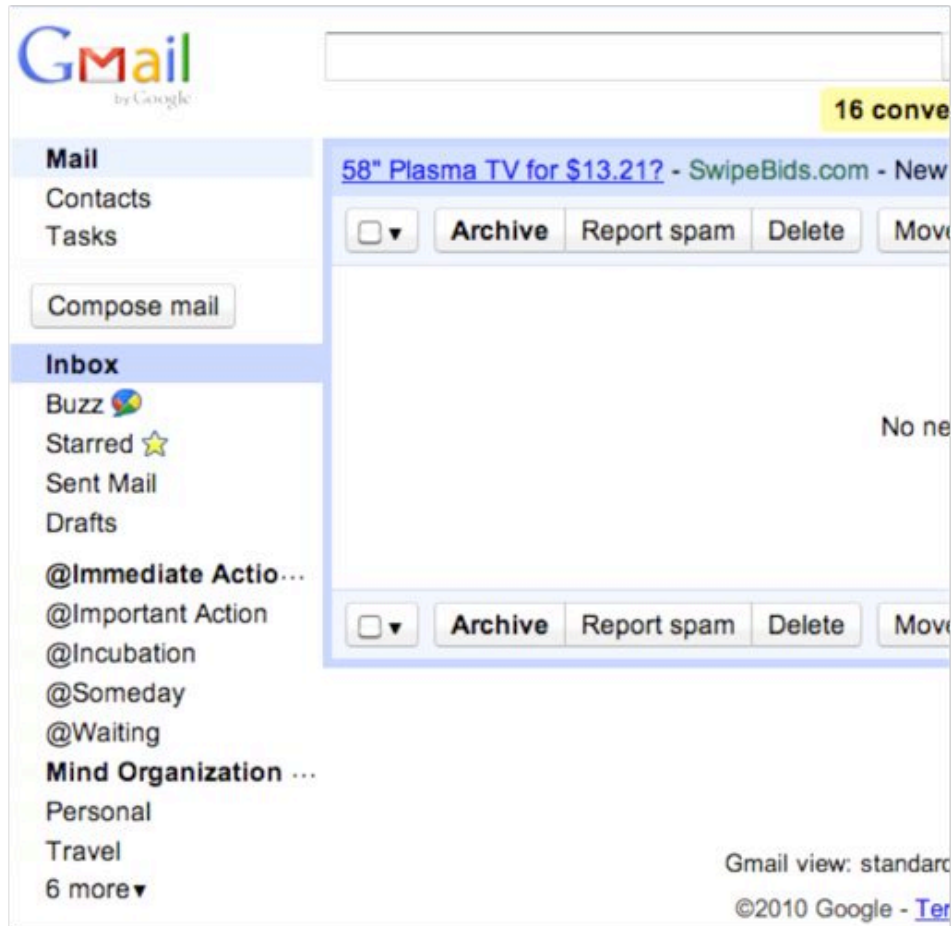
(2) **Immediate Next Actions**--one sheet of paper (or digital file) you keep with you at all times listing tasks you need to do within the week, organized by context:

- Things to do at home
- Phone calls
- Computer work
- Errands
- Things to discuss with spouse



(3) **Your Email Inbox**--kept totally empty, with emails filed into the following categories:

- @Immediate Action
- @Important Action
- @Incubation
- @Someday
- @Waiting
- Your Own Files—"Special Notes to Keep," "Receipts," "Kids' stuff," etc.



(4) **Read/Review Basket**—placed in a convenient spot to hold all your magazines, catalogs, grocery ads, PTA newsletters, and other items that do not have a specific deadline or action attached, but which you'd like to review/use before you toss.



**Left Section of Diagram --Things You Keep On Your Brain Only Once a Week:** This is basically two things – your main inbox and a series of folders kept in a small file system (an accordion file or little file box) labeled “Weekly Review.”



(1) **Main Inbox**--a paper tray you keep right on your desk. Flyers, receipts, bills, and all the papers that you collect throughout the week will be placed here and then reviewed. You'll also have a folder in your collection of Weekly Review folders labeled “Inboxes” where you list all the “landing spots” you need to check regularly (kids' backpacks, Facebook account, etc.) and corral into your Main Inbox.

