



DEE SELBY

Professional Organizer
& Productivity Coach

CLIENT SELF ASSESSMENT

SPACES I WOULD LIKE TO ORGANIZE

Entry Areas

- Entry Table
- Coat Closet
- Mudroom (Coats/Hats/Boots/Purses)
- Utility/Laundry Room
- Staircase

Kitchen

- Pantry
- Junk Drawer
- General Cupboards and Drawers
- Other _____

Dining Areas

- Dining Room Table
- Buffets, China Cabinets, Other Storage Areas

Living Areas

- Items On the Floor
- Coffee Table
- Entertainment Center
- Bookshelves
- Collections (CDs, Videos, Books, Art Objects)
- Other _____

Bathrooms

- Linen Storage
- Countertops
- Cosmetics And Beauty Supplies
- First Aid
- Basic Hygiene Products

Home Office

- Mail Center
- Filing
- Desktop Clutter
- Storage Closets
- "To Do" Box Or "In" Box
- Phone Message Center
- Online Organization

Garage/Outdoor Spaces

- Gardening Area
- Tools
- Seasonal Items
- Long---Term Storage

Children's Spaces

- Bedroom
- Toy/Play Area
- Closet

Master Bedroom

- Closets
- General Upkeep
- Underbed Storage

Storage Spaces

- Hallway Closets
- Basement
- Attic
- Storage Units



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SYSTEMS I WOULD LIKE TO INTEGRATE

Important paper systems

- I need a system for dealing with the daily incoming paper.
- I need a system for storing tax record information.
- I need a system for family medical history.
- I need a general filing system.
- I need a system for children's papers.
- I need a system for memorabilia and photos.
- I need a system for reading material.

Family calendar system

- I need a way to track my family's comings and goings.
- I need a way to mesh calendars with family members.

Financial systems

- I need a system for paying my bills.
- I need a system for tracking my finances in general.
- I need a budget that works for me.

Clothing system

- I need a system for my children's dirty clothes.
- I need a system for getting clean laundry folded and put away.
- I need a system for organizing what's in my clothes closet.

Pickup system

- I need a daily and weekly pickup system.
- My children need a system for putting toys and games away at the end of the day.
- My children need a system for organizing their backpacks and schoolwork.

General systems

- I need a household cleaning system and/or chore charts.
- I need a system for storing outdoor toys and games.
- I need a home project completion system.