

# Project & Priority List Templates & Activities

Every dismantling project must have project and priority lists. This way of thinking is *absolutely* essential project management tools. The mind can so easily ping-pong back and forth with conflicting ideas on where to start and what to do next without a plan. Prioritizing puts those ping-pong balls in a line and tells the mind which “mess ball” to pick up and focus on now. When that mess ball is complete, go back and pick up another prioritized project until all the mess balls are gone.

First make a list of all the rooms, nooks, crannies, and spaces you need to declutter. Initially, there is no need to have any particular order of importance. You will prioritize this project list later. For now, there are no right or wrong projects.

The six ways to approach creating the project list are listed below. Be methodical and you will maintain a sense of order and reduce confusion.

1. Top-Down: top floors to lower floors. Attic to basement.
2. Bottom-Up: lower level to upper levels. Basement to attic.
3. High-use (bathrooms or kitchens) to low-use (guest room or patio) areas or vice versa.
4. Biggest rooms to smallest rooms and vice versa.
5. Least overwhelming to most overwhelming spaces.
6. Front door to back door.

Below, develop your project list using one of the above suggested methods in the empty Project List below.

<i>Project List (Template)</i>	
Location	Project & Goal

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Below is a sample project list with associated goals that begins at a front door and culminates at the back door.

<i>Sample Project List</i>	
Location	Project & Goal
1. Entry closet	Donate unused coats, shoes, boots, hats, etc. Goal: create space for guest coats.
2. Half bathroom	Remove wallpaper and paint walls
3. Hallway closet	Donate unused games, puzzles, and blankets
4. Living room	Replace sofa with sectional. Add storage.
5. Dining room and hutch	Remove unwanted china and linens
6. Kitchen	Clear out rarely used cups, dishes, and utensils
7. Bedroom and closet	Remove everything from under the bed
8. Full bathroom	Properly dispose of unused medication
9. Back entry	Install shoe cabinet

## *Project List Prioritization*

Use your project list to create your priority list. This priority list is your to-do list and methodically plans your entire decluttering process. Use the questions below to identify the first ping-pong ball you will pick up. Each ping-pong ball is a project. Use the blank priority list below to write project priorities. Come back to this list of questions whenever you are at a standstill or need a new project idea.

- Instinctively what rooms are you most drawn to?
- Where are you most eager to see results?
- Where do you spend the most or least amount of time
- If accommodating guests is important, which spaces are critical?
- Which project or space feels most manageable?
- When completed, which area would feel most rewarding?
- Which project is most closely linked to your values?
- Which project most feeds your vision?

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YOUR Priority List			
Room or Area	Priority	Approach	Time

The approach can vary by project, or you might find one method fits your style over others. You are learning, so be flexible. Remember you are more creative and resourceful than you think. You are also building your tolerance and grit with each project.

Set a date. When and where will you begin the first priority project?

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The first priority is all you have to focus on. Keep track of how much time this project takes. Recording duration of a project will allow you to gauge the length of future projects.

With your vision in tow, you'll start to pull everything out items. Loved items that will stay go in one pile. No longer wanted items go in the donate/give pile. Stuff that is in the wrong place goes into another pile. Put keepers back into the closet, careful to maintain breathing room and

## Project & Priority List Templates & Reflection

order. Remove donated items and remove misplaced keeper items to their proper location. Repeat for your next project.

Removing items from their old locations and dispersing them to their new locations will be a methodical mess. Things do look worse during this chapter, but if project progress continues, this mess will be temporary. Yes, you're adding stuff to already stuffed areas. Without the project list, you will quit. This I will guarantee. Take yourself seriously. You are a project manager, so tackle each project like a project manager. Use your project list, a thoughtful approach, and follow through to completion on each project before starting another one. Put your blinders on to avoid getting overwhelmed and distracted. I am confident you will masterfully manage these new yet fleeting messes.

### *Reflection Activity*

**WHAT:** How would you alter your vision of home to include these elements of your authentic self? In the space below, answer the reflection question.

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