Where Things Go

A GENTLE RESET

From *The Productive Woman* podcast
theproductivewoman.com

How to Use This Worksheet

This worksheet is designed to help you do a gentle reset by identifying your friction areas and assigning a home to those items you use every day.

~ Laura

Step 1: Notice the Friction Areas

Where to things tend to pile up?

Spot 1 .....

Spot 2 .....

Spot 3 .....

Spot 4 .....

Spot 5 .....

Step 2: Assign a Home

For each spot, ask:

- **What items collect here?**
- **Where would I naturally look first?**
- **What simple home could I create?**

  Examples: a hook, a basket, a drawer . . .

Step 3: Make It Easy

□ Move the home closer to where you use it

□ Reduce the number of steps you need to take to get it or put it away

□ Add a basket/tray/hook

□ Label (optional)

Step 4: My First Tiny Step

This week, I will create a home for: .....

🌿 A Gentle Reminder

This process is about supporting your future self.