One-Hour Organizing Sprint Worksheet

A SIMPLE GUIDE TO MAKING PROGRESS IN JUST ONE HOUR

From *The Productive Woman* podcast
theproductivewoman.com

How to Use This Worksheet

This worksheet is designed as a companion to episode 513 of The Productive Woman podcast. Find it at TheProductiveWoman.com/513.

~ Laura

Step 1: Choose Your Sprint Space

Pick a small, specific area.

My organizing sprint will focus on:

Why this space matters:

Step 2: Define a Simple Goal

What would “better” look like for this space?

> Example:
> “Make the drawer easier to find things in.”

My goal:

Step 3: Gather Supplies

- □ Trash bag
- □ Donation bag or box
- □ Recycling bag
- □ Cleaning cloth
- □ Labels or containers (optional)
- □ Other: _____

Step 4: Run the Sprint

Set a timer for one hour.

Work through the space quickly:

- Remove items
- Sort into simple categories
- Decide what stays, what moves, and what goes

Remember: Progress, not perfection.

Step 5: Reset the Space

Put remaining items back intentionally.

Ask yourself:

Is this space easier to use now?

What small improvement did I make?

Step 6: Capture Momentum

Would I like to schedule another sprint?

Next organizing sprint idea:

🌿 A Gentle Reminder

Small progress adds up.

One organized space can create momentum for the next.