

Getting Started

Your focus for this week:

Why tidiness matters in your space (1–2 lines):

Biggest clutter trigger:

Top 3 quick wins this week:

Two-Minute Reset

Do this before AND after crafting: set timer, put away strays, close lids, stack mats.

Timer ready

Catch bin emptied

Loose items returned

Lids closed

Mats stacked

Notes:

End of Session Rule (the 4 steps)

- Tools back to their spot
- Surfaces clear (brush threads)
- Project parked (tray/folder)
- Floor sweep (quick pass)

Make it automatic (cue or phrase you'll say):

5-Minute Wrap Log (this week)

Date	Start Time	End Time	Done?
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Five by Five Method

Choose five items that don't belong. Move each five steps closer to home.

Item	Belongs In	Steps Moved	Now Lives Here
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Notes:

Weekly Tidy Power Hour

- Sort scraps by size (10 min)
- Refold fat quarters (10 min)
- Top up bobbins; toss dull needles (10 min)
- Clear the main table (10 min)
- Wipe machine & pressing station (10 min)
- File patterns/notes (10 min)

Pick Your Hour This Week

Date	Start	End	Focus
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Monthly Stash Review

Category/Item

Use?

Plan in 90 days?

Donate?

Donation Center Notes

Check local rules before donating. Center name & accepted items:

Simple Buying Rules

One in, one out

Shop a plan, not a sale

Use what you have first

Purchase Plan (Project-First)

Project	Item	Qty	Buy Date	One-out	Item
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Category Homes & Labels

Fabric	Scraps Small	Scraps Large
Thread	Adhesives	Paper
Vinyl	Paint	Brushes
Markers	Hardware	

Notes:

Tight Layout (Sew • Cut • Press)

Station	Distance (steps)	Hazards	Fix
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Tool Care Reminders

- Replace dull rotary blades
- Check bent pins
- Tidy cords away from paths
- Vacuum threads near pedals

Daily Micro Tasks

- Wind two bobbins
- Toss thread nests & wrappers
- Refold one stack
- File one printed pattern
- Wipe needle plate
- Brush out lint

Habit Tracker (7 days)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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Sunday Reset (15–30 min)

Pick 1 main project + 1 mini project. Lay out only those supplies.

Main Project	Mini Project	Supplies Laid Out
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Trash • Recycle • Reuse Flow

Container	What goes here	Safety notes / how to prep
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Trash		
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Recycle		
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Reuse		
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Mindset Shifts

Done > Perfect (quick clear counts)

Start small (2 minutes)

Fewer projects at once

Celebrate the reset (say it out loud)

Quick Fixes for Common Problems

Piles on table → 3-slot vertical sorter

Lost scissors → hook by machine

Scraps everywhere → single color bin

Overflowing stash → 30-day pause; 3 fast makes

Short Daily Checklist (Print & Pin)

Two-minute reset before you start

After: tools back, surfaces clear, project parked, floor sweep

File one thing

Toss one thing

Wind two bobbins or prep two needles

Why This Works (your reflection)
