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## **GOPACK™ Table of Contents**

1. **Overview**—This chapter introduces the GOPACK system, including the **six key components of the GOPACK system: Thinking, Planning, Support, Purging, Time and Systems**. Next, there's a discussion about why the GOPACK System works, why everyone needs systems, and the top **five reasons people are disorganized**. The chapter talks about why you've had trouble getting organized in the past, where you go wrong, different levels or disorganization, and how to set yourself up for success.
2. **First we Un-clutter Your Mind**—Chapter 2 discusses the first component of the GOPACK system: **Thinking**. The chapter outlines the characteristics of organized people, how they think, and how you can learn to consciously get organized. The chapter also addresses our resistance to being organized including procrastination, eliminating guilt, how we got into this mess and the tools to get out.
3. **Get Started**—Find out what it means to be organized and the **six strategies** for getting there. This chapter helps you focus on why you want to get organized and where to begin. Learn to identify your personal pitfalls and rid yourself of guilt.
4. **Get into the Zone**—This chapter helps both linear and non-linear thinkers gain a new perspective on how their spaces are set up. The chapter also outlines **space planning** and provides ideas for the main rooms in your home. You'll also be introduced to the map form that will guide you through the GOPACK method.
5. **Support Systems** -This chapter outlines the importance of why you need **support** and how to get it. The chapter also recommends how to form a team, stay on track, and reward yourself. Having trouble enlisting the help of a spouse, roommate, or kids? Chapter 5 addresses those issues too through formulating a family mission statement.
6. **GOPACK Method**—This chapter outlines the GOPACK method, including how to prepare and what to tackle first. The GOPACK method stands for Group Objects, Purge, Assign, Contain, and Keep it up. You can organize any space following these simple steps. Each step includes the supplies needed, steps to accomplishing the task, and tips for each step in the process. The chapter also outlines strategies for staying motivated.
7. **Time For You – Regain control of your time, set priorities and learn to say no**. This chapter focuses on limits and boundaries, misconceptions of a To Do List, how to use a calendar, and scheduling your day.
8. **Systems and Tips that Work** - This chapter begins with the six strategies for staying organized then presents **more than 25 easy-to-use systems** and tips to implement to keep your surroundings organized.

The Appendices include forms for planning and staying organized, including daily, weekly, monthly and annual Keep it Up forms. You will also find resources for purchasing containers and materials, as well as ideas for donating unwanted items.