



UGYG

Momentum

UpgrAde Your GrAdes, Group Program
with SethPerler.com

Jumpstart Bootcamp (3/6): **FOLDERS**

Here are the details you need **NOW**:

- Q & A from Planners?
- Breathe
- Paper management = folders, binders, accordions, volcano.
- Have fun with each other. Keep it light but focused.
- Momentum is A LOT, but trust me, it works, keep moving. Don't worry about perfection, worry about patient persistence.
- Why folders?
- Importance of SNO, declutter, reorganize, archive, prioritize.
- Out of sight out of mind, leave it out if it needs to be dealt with.
- Queue
- May have a lot of digital, apply the same concepts.



3 mindsets to keep:

1: Know the problem: Resistance. How might we resist the folders? Going through every paper carefully, taking time to think it through. Parents, help.

2: Remember why you are here, A to B, Educare for you!

3: It's not magic. No shortcuts. No quick fix. Persistent, patient baby

steps & micro successes lead to BIG change. I've got this!

Jumpstart Bootcamp (3/6): FOLDERS, overview:

- **Goal:** Create a RELIABLE method of organizing papers.
- **Why:** Organizing is key. Otherwise, we have PILES, it gets overwhelming, and we can't accomplish goals and there are consequences (late fees, miss out on opportunities). My students LOVE to feel organized, it's a relief.
- **3:00 pm MST:** Check your inbox and click on the Zoom link from me. We'll have a 30 Minute live Zoom session with the group of parents and students.
- **3:30 pm MST, Massive Action:** Use the checklist below.
- **Tonight:** Celebrate, connect, relax, don't talk about this stuff unless you want to.

FOLDERS: Recommended Action Checklist

Directions: First, take the actions in order. Don't overthink it, just try it. Next, write down what time you finished the action so you can see how long things actually take. Jot any notes if you want. Connect positively for a minute to debrief. Take a break. Finally, be on time on Zoom for the next Bootcamp session. See the checklist on the next page.



FOLDERS: Action Checklist

TIME DONE	ACTION	NOTES
	Choose the folder system (folders, pocket, flat, plastic, binders, accordions?)	
	Label CLEARLY front AND back	
	Overhaul papers meticulously: Archive sentimental or might need, recycle trash, reorganize paper to keep, use a queue, keep important things in a GOOD place	
	SNO weekly	
	BOUNS: Front of binder pocket	
