

## Barriers to Maintenance

FRUSTRATING OR INHIBITING THINGS THAT KEEP US  
FROM STAYING ORGANIZED

You finally tackled and organized that desk, closet, calendar, or garage, but how can you make sure that it STAYS that way? Check for barriers...

### WHAT IS A BARRIER TO MAINTENANCE?



1

#### Physical Barrier

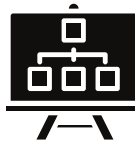
This can mean a drawer that doesn't work or an often-used object stored too high on a shelf.



2

#### Irritation Barrier

This could be something you have to move to get to or put away an object, or a lid on a bin that's a little stuck.



3

#### Complication Barrier

This might be having to go through several different folders/sub-folders to find a specific email or file, or taking multiple steps when just one would do.

### WHAT DO I DO ONCE I'VE IDENTIFIED A BARRIER?

If your task is taking several steps, or it's stressful, or if you're just annoyed, see if there is another way your system could work more smoothly or be repaired.

Test it out. Experiment. Reevaluate and then resolve.

**To stay organized, things should be intuitively, innately, and ridiculously easy to retrieve AND return to a good home.**

# Working With Your Barriers



Back up, and look objectively.

Space: \_\_\_\_\_

What bugs or irritates you?:

What's difficult for you?:

How many steps does working with the items or tasks take?

What could make your system easier, more fluid?

What will you change or shift?

