

Get Organized An Overview

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Fellow Travelers

"I am not a teacher; only a fellow traveler of whom you asked the way. I pointed ahead – ahead of myself as well as of you" – George Bernard Shaw



Organization is Just the Beginning

- Clean up your work space
- Manage your "incoming"
- Set your schedule
- Get your work done
- Put first things first

The Key To Success

"Organization is not the key to success – knowing what is important is" – Barbara Hemphill



Why Should I Get Organized?

- I know I need to get more organized because ...
- When I think about getting organized, I feel ...
- If I weren't disorganized
 - I would ...
 - My life would ...
 - My boss, co-workers, subordinates would ...
 - My days would ...

Why Should I Get Organized?

- The disorganized me is ...
- Being disorganized enables me to ...
- Being disorganized means I can't ...
- The organized me is ...

Clean Up Your Work Space

"I think housework is the reason most women go to the office" – Heloise Cruse



Clean Up Your Work Space

- Put everything into boxes
- Give everything a thorough cleaning
- Make sure you have the appropriate office equipment
- Use In, out, and to be filed boxes or trays
- Set up to do, hold, and action files
- Sharing workspace requires sensitivity, boundaries, and communication

Clean Up Your Work Space

- My work space is ...
- When I think about cleaning my work space, I feel ...
- If my work space were organized, I would ...
- What office supplies are missing or functioning poorly?
- Where do you store your office supplies?
- What is on the top of your desk?

File That Paper or Throw It Out

"There it was, hidden in alphabetical order" – Rita Holt



File That Paper or Throw It Out

- File it
- Take action on it
- Throw it away

Creating a Filing System

- Where will I look for this?
- What word(s) spring to mind?
- Begin with an alphabetic list
- Subdivide larger topics
- Use hanging file folders, interior folders, and box bottom folders for thick files

Filing Tips

- Write name of the file in the upper-corner of the document in pencil
- Use a "to file" box and file a little bit every day or every hour
- Staples work better than paperclips
- File from the front of the folder
- Date papers before you file them
- Place originals in plastic covers
- Leave 3" of space in each file drawer

Not All Files Fit in a Cabinet

- Books, documentation, magazines, discs, computer files, etc.
- Put like things together
- Create folders for electronic documents, including e-mail
- Discard items you haven't used in a year
- Be realistic about the amount of time you have for professional reading
- Store seldom-used files separately

File That Paper or Throw it Out

- If I stacked up all the paper in my office, I would have enough paper to ...
- I will begin sorting through my paper by
- In addition to an alphabetic list of files, I know I will need extra space and subdivisions for ...
- In addition to my paper files, I will need to organize my ...
- Once I have all my files organized, I will ...

Manage Your "Incoming"

"I believe in opening mail once a month whether it needs it or not" – Bob Considine



The In Box

- Temporary holding place
- At least three:
 - Paper
 - E-mail
 - Voice mail
- For each item, decide to:
 - File it
 - Throw it away
 - Take action on it

To Do List

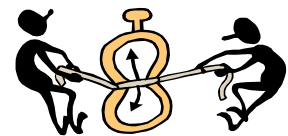
- Can be paper or electronic
- Should include task description and due date
- Should include recurring tasks
- Bigger tasks should include start date, too
- Acts as a personal assistant, reminding you what has to get done each day
- Set aside time at start or each of each day to add items and establish priorities

Manage Your "Incoming"

- When the mail arrives, I ...
- If I were to empty out my paper In Box tomorrow, I would ...
- If I were to empty out my e-mail In Box tomorrow, I would ...
- If I wrote down everything I have to do, I would ...

Set Your Schedule

- "You can always find time to do what you want to do – if you're willing to give up something else" – Barbara Hemphill



Setting Your Schedule

- Requires understanding your priorities both at work and at home
- Ask yourself:
 - Am I the appropriate person to do this?
 - Is there a deadline for this?
 - What is the simplest way I can accomplish this?

Use Your Calendar

- Meeting notices
- Follow-up reminders
- Appointments with yourself to work on specific projects

Learn to Say No

- If you're over-committed, you can't do anything well
- Keep your priorities in mind and your calendar open in front of you
- Buy time by saying "let me check my schedule and get back to you"

Do You Control Your Schedule?

- My schedule is ...
- At work, my top three priorities are ...
- At home, my top three priorities are ...
- If you were to look at my schedule, you would conclude that my top priorities are ...

Or Does Your Schedule Control You?

- List one thing you could stop doing and no one but you would notice
- List three tasks you could delegate and to whom you could delegate them
- I am going to say, "no," the next time someone asks me to ...
- Next month, I am not going to ...

Get Your Work Done

- Interruptions
- Priorities
- Projects you hate



Get Your Work Done

- "By doing just a little every day, I can gradually let the task completely overwhelm me"— Ashley Brilliant



What Must I Get Done Today?

- Rely on your to do list and calendar to remind you about the work you have to do each day
- When you have too much work for the time you have available, ask yourself:
 - What's the worst that could happen if I didn't do this task? Can I live with the consequences?

What Must I Get Done Today?

- Who else could do this besides me? How important is it really that this be done to my standards? Is it important enough to me that I'm willing to sacrifice something else?
- When does this have to be done?
- Is there an easier way to do this?

Procrastination Is the Enemy

- Ask yourself:
 - "What task or project is causing me the most stress?"
- Do that project first



Interruptions Are a State of Mind

- Interruptions make it hard to stay focused and get work done
- What is your primary purpose?
 - Customer service?
 - Managing employees?
 - They are the work you're supposed to be doing
- The other work are projects to fill the time between customer/employee requests

Other Interruptions

- Co-workers who want to put off doing their own work by talking to you
- Phone calls from salesman
- Deliveries

Other Interruptions

- When you are interrupted, return to your original task as quickly as possible
- This may require being a bit brusque with people who want to visit
- If you set a business-like tone, most people will eventually take the hint
- Make up a code word to use among co-workers to let each other know when you need to return to your work

Don't Get Sidetracked

- When you receive requests during the day, determine whether immediate help is necessary.
- If it is not, put a due date on the project and place it in your In Box.
- At the end of the day, or at the beginning of the next work day, you can add the project to your To Do list.

What Work Are You Not Getting Done?

- Right now, I am feeling stressed because I should be working on the following project instead of attending this workshop
- When I procrastinate about getting my work done, I feel
- When I fall behind in my work, it is because
- When I get interrupted at work, I

What Work Are You Not Getting Done?

- When someone wants to talk to me when I have work to do, I feel
- The next time someone interrupts me, I am going to

What Work Are You Not Getting Done?

- In order to get caught up on my work, I would need to
- I could get so much more work done if only I
- Even if I got my work life organized, it wouldn't stay that way because

From Organization to Personal Leadership

- What are the three or four things that matter most to you?
- Do your actions reflect your answer?
- Are you waiting for someone else to rescue you?
- How do your relationships with other people affect your time and the quality of your life?

First Things First

- "If working harder, smarter, and faster won't solve it, what will?" – Stephen R. Covey



First Things First

- What's important is not necessarily what is urgent
- Spend 30 minutes a week organizing your life so that you can shift your focus from the urgent to the important

First Things First

- Act with integrity
 - Keep your commitments
 - Listen to and live by your conscience
- Other people are not just resources to get your work done
 - Create a shared mission statement
 - Create shared goals and objectives
 - Empower others to make decisions and take action

Read More About It

- Aslett, Don. *The Office Clutter Cure : How to Get Out from Under It All!* Betterway Publications, 1995. ISBN: 0937750085.
- Covey, Stephen R. *First Things First : To Live, to Love, to Learn, to Leave a Legacy.* Fireside, 1996. ISBN: 0684802031
- Dorff, Pat. *File Don't Pile a Proven Filing System for Personal and Professional Use.* St. Martin's Press, 1986. ISBN: 0312289316.

Read More About It

- Hemphill, Barbara. *Taming the Paper Tiger at Work.* 2nd ed. Kiplinger Books, 1998. ISBN: 0938721585.
- Hemphill, Barbara and others. *Simplify Your Workday.* Readers Digest, 1998. ISBN: 0762100982.