

What can you expect from an Organizing Consultant?

- ✓ Complete confidentiality
- ✓ Open discussion about the cost of services
- ✓ Appointments scheduled to meet your needs
- ✓ An ability to apply the “principles of organization” to your particular situation
- ✓ Creative and innovative problem solving
- ✓ Availability and a continued interest in your situation, should you desire

Call for Action

Many people procrastinate about making an appointment with an organizing consultant. They're often stuck with the “clean up before the maid comes” syndrome, or have other concerns about preparation.

Put aside any worries about needing to justify your situation. The organizing consultant's role is to provide professional advice, not make judgments. It is not necessary to do anything, but if you feel a need to get started before the consultant comes, here are a few suggestions.

1. The consultant will begin work immediately, so choose where you would like to begin – with today's mail or in the attic.
2. Gather any supplies you may have on hand that will be helpful in the organizing process – file folders, labels, boxes, etc.
3. Put like things together – banking information, photographs, magazines, etc.
4. Relax! If you're unsure about where to begin or what to do, your organizing consultant has the knowledge and experience to guide you in making that decision.

Barbara Hemphill, [Taming the Paper Tiger](#)

Conquer the Clock



Presented By

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Conquer the Clock

Time Wasters & Time Savers

Too much paper	* Trim the F.A.T. (file, act, toss) * Stop bringing paper in
Waiting Time	* Carry reading materials with you * Review project list and schedule items into calendar
Interruptions	* Remove chair from office * Learn to say "NO" * Schedule "red flag" time
Long Meetings	Hold stand up meetings
Lack of focus	Prepare for the next day at the end of the day
Phone calls and E-mail messages	Schedule time to return phone calls and e-mail answer messages
Junk Mail	Remove yourself from mailing lists (internal and external)
Technology	Get training

Time Management Matrix

	Urgent	Not Urgent
Important	I ACTIVITIES: Crises Pressing problems Deadline-driven projects	II ACTIVITIES: Prevention, PC activities Relationship building Recognizing new opportunities Planning, recreation
Not Important	III ACTIVITIES: Interruptions, some calls Some mail, some reports Proximate, pressing matters Popular activities	IV ACTIVITIES: Trivia, busy work Some mail Some phone calls Time wasters Pleasant activities

Adopted from Stephen Covey's "The 7 Habits of Highly Effective People"

Tools



- ✓ Calendar (paper or computer)
- ✓ TODO List
- ✓ Binder
- ✓ Tickler File
- ✓ Project File

Focus

- ⊙ Narrow your focus – Break projects into small parts
- ⊙ Block time in calendar – Institute a red flag policy
- ⊙ Remove distractions – Work in a conference room
- ⊙ Stay in the present –

