

Poof!! You're Organized



Wisconsin Library Association

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Presented by

Successful Organizing Solutions (S.O.S.)

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Organizing Coach, Consultant, and Speaker

S.O.S. "Your Organization Lifesaver"

Successful rganizing Solutions

S.O.S. - "Your Organization Lifesaver!"

Nancy Kruschke McKinney

Nancy is a professional coach and consultant in the organizing industry. She designs and implements organizing systems for paper files, computer files, and everything in between. Since 1987, her clients have included large corporate departments, small businesses, and individuals. She is a professional speaker and a published writer.

Nancy is a member of the National Association of Women Business Owners (NAWBO), Chambers of Commerce (Middleton, Greater Madison, Monona), the National Association of Professional Organizers (NAPO) and the Wisconsin Chapter of NAPO .

She is also the co-author of an organizing tip booklet "Action Organizing Tips for Your Office—Ways to Get and Stay Organized" and book "Organizing Your IEPs".

S.O.S. Services:

Coaching	Consulting
Office & Files Time Management Procedures Home Organizing	ACT! Training Computer Training Paper & Office Organizing Closets, Kitchens, etc.
Speaking	Products
Office & Desk Organizing Paper & File Organizing Time Management	Tools Books Tip Booklets

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Reality Check

To get a handle on where you need to begin, take this self assessment. After completing this assessment, take note of the questions you answered yes. This is where you should begin spending time getting organized and ridding your life of clutter.

Paper Management

- | | | |
|---|---|---|
| 1. Do you receive catalogs, magazines, articles, etc., for items that you'll never use, but then keep them in a pile for fear that you might be missing something if you don't read them? | Y | N |
| 2. Do you create a reading pile but never get around to reading through it? | Y | N |
| 3. Do you have files you never use or refer to after their initial creation? | Y | N |
| 4. Have you ever filed something and been unable to find it later, or are you afraid to file anything because you may never find it again once you do? | Y | N |
| 5. Have you created a document on your computer and then had difficulty finding where you saved it? Is your computer desktop or hard drive so cluttered that you waste time locating documents? | Y | N |

Space Management

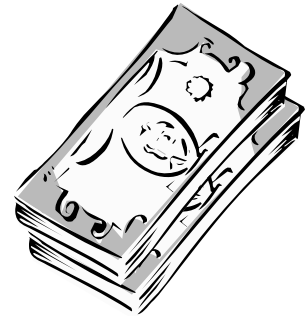
- | | | |
|---|---|---|
| 6. Is there little or no work space on your desk because of the extreme amount of items on your desk? | Y | N |
| 7. Does the sight of your messy work space (desk, kitchen, home office, etc.) overwhelm you? | Y | N |
| 8. Is it inconvenient to access frequently used, important files and information because of the layout of your office or where your "home office" is located? | Y | N |
| 9. Are storage spaces at your office or home so full that you fear opening the door? | Y | N |
| 10. Are you embarrassed by how your home or office space looks when unexpected visitors arrive? | Y | N |

Time Management

- | | | |
|--|---|---|
| 11. Have you ever missed an important phone call, appointment, or meeting? | Y | N |
| 12. Do your "to do" lists get cluttered and unmanageable? | Y | N |
| 13. Does your office space or home refrigerator look like it's being invaded by sticky notes, which often take a detective to decipher the messages? | Y | N |
| 14. Do you have trouble saying no? | Y | N |
| 15. Have you forgotten why someone phoned or forgotten to return a phone call because you lost the message? | Y | N |

Benefits of Organizing

- Find i_____ q_____
- Others can f_____ t_____ when I am away
- Freedom f_____ c_____
- Know w_____ t_ p__ t_____ (have “homes” set up)
- Save t_____ and m_____
- Reduce s_____
- Add your own...



Keys to Organizing

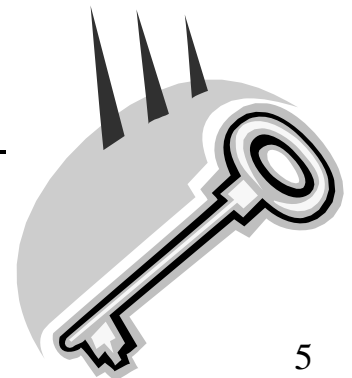
☞ Gather - E_____ Together

☞ Sort – G_____ Like Items
Together and T_____

☞ Create H_____ for Everything

☞ W_____ it Down
L_____, L_____, L_____

☞ Regular M_____



Make your Desktop Usable

Create an effective desktop

The “UGH” system*

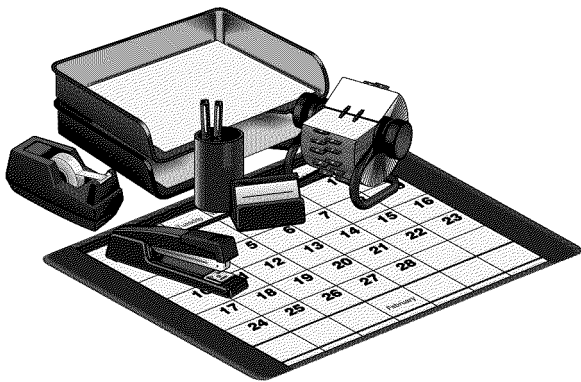
U

G

H

- Papers That Clutter Your Desk**
- Papers you know you'll need soon soon
 - Papers waiting for info/signature
 - Papers you want to read
 - Papers needing decisions
 - Projects
 - Papers to file

What do you need to remove or add to your desktop?



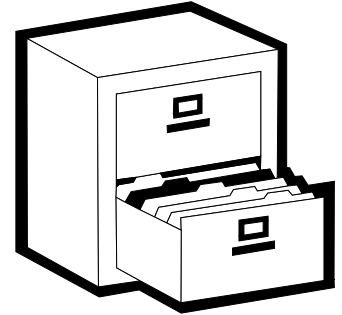
* Taken from CareerTrack “Getting Organized Fast!” seminar

Filing Basics

Keep your filing system...



S _____
E _____
M _____



Ask these questions: ?



1. What areas of the filing system cause the greatest frustrations for you and your co-workers?
2. What areas of the filing system result in the greatest loss of time?
3. What is the primary criteria by which I would look for this document?
4. Who else uses these file?
5. Do I need this information in multiple files?



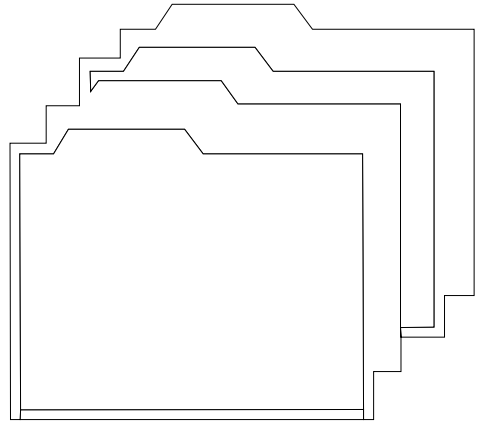
Select the right system for you:

- | | |
|-----------|-----------|
| ➤ A _____ | ➤ G _____ |
| ➤ N _____ | ➤ C _____ |
| ➤ S _____ | |

Types of Files

Action Files

- Action Pending Folders
- Project Folders
- Reading Basket
- Tickler System



Resource Files

- Maintain a file index
- Divide system into categories
- Avoid overstuffing files
- Eliminate documents that can be found someplace else
- Beware of over color-coding





E-mail



Managing e-mail:

- Organize e-mail into folders for easy retrieval. Don't let messages sit uncategorized in your in-box.
- Is it kept someplace else? Delete it!
- Resist the temptation to read each new e-mail when it arrives. Instead, read and reply to messages in batches several times during the day.

E-mail tips:

- Always put a "Regarding" on your e-mail message.
- Use plain language and keep it short and descriptive.
- Separate ideas into different paragraphs or number each item.
- Numbering also reminds respondents to address each item when they reply.
- Sign each message with your full name.

.....

Use e-mail for:

- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____

Don't use e-mail for:

- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- _____
- _____

Computer File ABC's



Arrange - Organize your hard drive, floppy disks, and paper files using identical systems.



Back up - Backup files regularly. Place a sticky note on your computer or in your calendar reminding you to backup your files.



Common names - Give sensible, easily identifiable names to your files and folders.



Dump - Free up memory space by deleting old versions of software applications and unused programs.



Start with the End in Mind

- Determine your g_____
- Assess your t_____
- S_____ time in your calendar
- Pick o_____ area --(one drawer or shelf at a time
- F_____ on that one area until it is cleaned up
- R_____ -- you can't do it all at once
- When you get tired, s_____!

Maintenance

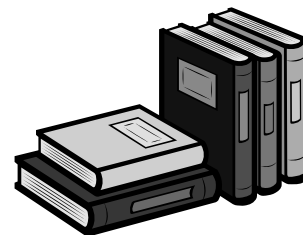
- Put things back in their “H_____”
- S_____ routine maintenance in your calendar (daily, weekly, monthly, etc.)
- One item i____, one item o_____
- Stay f_____
- Review filing system a_____
- Update file _____ regularly
- Partner w_____ s_____ (assistant, spouse, professional organizer, etc.)



Junk Mail - Remove

- Direct Marketing Association Mail Preference Service PO Box 9008 Farmingdale NY 11735
- Direct Marketing Association Telemarketing Suppression File PO Box 9014 Farmingdale NY 11735-9014
- www.cpsr.org/cpsr/privacy/junkmail.html

Book List



TITLE	AUTHOR
Time Management	
Overwhelmed Person's Guide to Time Management	Ronni Eisenberg
It's About Time, The Six Styles of Procrastination	Dr. Linda Sapadin with Jack Maguire
Time Management from the Inside Out	Julie Morgenstern
How to get Organized when you don't have the time	Stephanie Culp
You Can Find More Time for Yourself Every Day	Stephanie Culp
How to Have a 48-Hour Day	Don Aslett
Getting Things Done – The Art of Stress-Free Productivity	David Allen
Seven Habits of Highly Effective People	Steven Covey

Office Organizing	
Action Organizing Tips for the Office--Ways to Get and Stay Organized – Tip Booklet	Nancy Kruschke and Julie Weghorn
Clutter-Proof Your Business	Mike Nelson (Nancy Kruschke - quoted)
Stop Clutter from Stealing Your Life	Mike Nelson
Organizing from the Inside Out	Julie Morgenstern
The Organized Executive	Stephanie Winston
Organizing Your Workspace, A Guide to Personal Productivity	Odette Pollar
Organize Your Office!	Ronnie Eisenberg with Kate Kelly
Office Clutter Cure	Don Aslett
Taming the Paper Tiger at Work	Barbara Hemphill