Organization Strategies
Getting more done, in less time.

Presented by Lauren Ferrell
# Basic Principles
(for inbox, office/desk space and day-to-day workload)

| 1 | Get Organized |
| 2 | Prioritize |
| 3 | Overcome Procrastination |
| 4 | Manage Disruptions |
| 5 | Let GO of Perfectionism |
| 6 | Speak UP |
Get Organized

- **Purge often**
  - Remember, if an item has been updated or can be found electronically, a paper version may not be useful. Set up a short-cut to the electronic version, and discard the paper version.

- **Put like items together**
  - This concept is applicable to physical documents, as well as electronic documents. Ensure you are creating a filing system that can be easily found in a search, where the nomenclature is recognizable to yourself and others that may access it.

- **Give everything a home**
  - No “junk drawers” (including electronic catch-all folders) if possible

- **Put everything near its point of use**
  - Seems obvious but, remember, put the printer paper near the printer 😊

- **Use the right product to store**
  - Ensure you are utilizing shared folders, drives, email folders, etc.
Prioritize

- STOP multitasking
- Delegate (when possible)
- Create a to-do list

Prioritize to-do’s by tiers
- Remember, Tier 2 is the ideal space to operate in most of the time.
- Avoid Tier 4 entirely. Those are much more “wish list” items that should not make it to your list of priorities unless you have free time.

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<tr>
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<th>Urgent</th>
<th>Not Urgent</th>
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<tbody>
<tr>
<td>Important</td>
<td>1. Important and Urgent</td>
<td>2. Important, but Not Urgent</td>
</tr>
<tr>
<td>Not Important</td>
<td>3. Urgent, but Not Important</td>
<td>4. Not Urgent and Not Important</td>
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3 Overcome Procrastination

- **Recognize it exists** (we all are guilty of this)

- **Evaluate/understand it** (What about this task do you dislike? Why?)

- **Take countermeasures** (examples include: consider segmenting portions of the task, or committing to completing it first thing in the morning, when you have the most energy)
4 Manage Disruptions

- **Which quadrant does it belong in?**
  - Remember, if it is not in Tier 1 or 2 it is likely a disruption. Most disruptions fall under Tier 3, or is someone else's Tier 1.

- **Is it recurring?**
  - Recurring disruptions should be considered for collaborative handling that can reach the masses and perhaps rectify or resolve the need for the disruption. Ideas for resolving recurring disruptions include: Send out email updates to offer the information to a larger audience, or have one meeting with all who would benefit from the knowledge.

- **Set limits**
  - Scheduling/calendaring time is key.

- **Schedule meetings**
Let it GO!

Be honest with yourself

Organization & prioritizing leads to less mistakes (and stress)

Don’t throw away work – replant it!
- **Timing is everything** (avoid waiting until the Tier 2 item is now a Tier 1 item)

- **Quadrant 2, 3 is ideal**

- **Ask for guidance**

- **Take notes based on guidance** (Save the notes and ensure they are saved in a manner you can easily locate them. Make cheat sheets based on guidance so that you have a checklist you can pull from.)