



# What does your desk say about you? Getting organized for success


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## Learning Outcomes



- Learn how to set & achieve goals
- Identify procrastination & techniques on how to overcome procrastination
- Create an efficient & effective workplace
- To give you a better sense of organization

<b>Agenda</b>	
<ul style="list-style-type: none"><li><input type="checkbox"/> Goal setting</li><li><input type="checkbox"/> Time Management</li><li><input type="checkbox"/> Paper Management</li><li><input type="checkbox"/> Physical Space Management</li><li><input type="checkbox"/> Work-Life Balance</li></ul>	

<b>Benefits of being organized</b>			
<table border="0"><tr><td><ul style="list-style-type: none"><li><input type="checkbox"/> Better time management</li><li><input type="checkbox"/> Maximize productivity to get more done in less time</li><li><input type="checkbox"/> Less paper or clutter</li><li><input type="checkbox"/> Greater sense of accomplishment at the end of the day</li></ul></td><td><ul style="list-style-type: none"><li><input type="checkbox"/> Enhance self-esteem &amp; build confidence</li><li><input type="checkbox"/> Better health – decrease stress &amp; the feeling of being overwhelmed</li><li><input type="checkbox"/> Conquer procrastination</li><li><input type="checkbox"/> Know where everything is &amp; find it quickly</li><li><input type="checkbox"/> Save money</li></ul></td></tr></table>		<ul style="list-style-type: none"><li><input type="checkbox"/> Better time management</li><li><input type="checkbox"/> Maximize productivity to get more done in less time</li><li><input type="checkbox"/> Less paper or clutter</li><li><input type="checkbox"/> Greater sense of accomplishment at the end of the day</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Enhance self-esteem &amp; build confidence</li><li><input type="checkbox"/> Better health – decrease stress &amp; the feeling of being overwhelmed</li><li><input type="checkbox"/> Conquer procrastination</li><li><input type="checkbox"/> Know where everything is &amp; find it quickly</li><li><input type="checkbox"/> Save money</li></ul>
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## Quick Facts



- In one year, an average employee will spend 400 hours searching for something.
- It costs about \$25,000 to fill a four drawer filing cabinet and over \$2,100 a year to maintain it
- Of the total 8 hours wasted per week in paper document management, we spend:
  - 1 hour with difficulty in sharing documents
  - 1 hour in distribution/storage
  - 30 minutes in archiving and retrieval

## What image is this projecting?



Newfoundland  
Labrador



**Wouldn't you rather**

Newfoundland  
Labrador





## Creating your office vision

- In a perfect world, what would your workspace look & feel like?
- How do you feel when you walk into your office now and how would you prefer to feel when walking into your office?
- What image is your office currently projecting & what image would you prefer to project?

## Goal Setting



*"If you don't know where you are going,  
you'll end up someplace else."*

**Yogi Berra**

## Common characteristics of goals



- Write it down
- Make sure they're realistic
- Be specific
- List your goals in priority
- Make sure your goals are compatible with one another
- Make it visible



## Time Management



Effective time management is getting the most important things accomplished




## Time Management Tools



- Paper
- Electronic



**Which is right for you?**




**Paper**

- Like keeping journals
- The act of writing things down clarifies the thought in your mind
- You remember where you wrote something down
- You like the feel of pen to paper
- Collect stationary

**Electronic**

- Love technology
- Prefer the feel of a keyboard
- Depend on “alarms”

**Use your calendar to...**



- Track dates, events, meetings & appointments
- Keep track of the details
- Schedule time to accomplish tasks

## Principles of scheduling



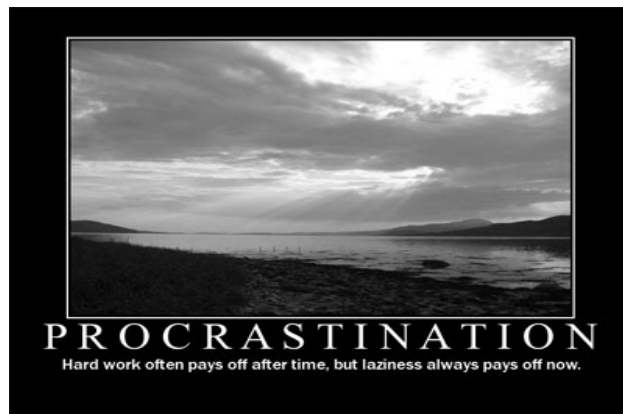
- Place deadlines on all appointments and meetings
- Plan appointments back-to-back
- Schedule tasks to be completed ahead of the deadline date
- Allow more time than you think the job will take
- Don't limit your scheduling to business activities
- Schedule the priorities earlier in the week
- Schedule the important tasks during your prime time
- Don't over schedule – don't schedule more than 75% of your day
- Have your calendar accessible at all times!**

## Principles of scheduling



- Batch like activities and routine work like...
  - Checking voicemail
  - Returning Phone Calls
  - Reading e-mail
  - Dealing with regular mail
- Group appointments in geographic areas
- If something more important comes up, reschedule the planned activity for another time.
- Plan for tomorrow ~ today!

## Procrastination



## What is procrastination?



Putting off high priority activities by doing  
low priorities instead

"Someday is not a day of the week". ~Author Unknown

## Why do you procrastinate?




- Activity is unpleasant
- Activity is overwhelming
- Fear of success
- Fear of failure
- Fear of change
- Perfectionism
- Poor ability to estimate the time tasks require
- Fear of looking incompetent

## Overcoming procrastination



- Break down the task into smaller, more manageable pieces
- Create artificial deadlines
- Do either the hard or easy parts first
- Tell others
- Get an accountability buddy to work with you
- Gather all the information or items necessary to start the task
- Just start
- Reward yourself
- Develop a realistic sense of time
- Schedule sessions in your calendar
- Avoid distractions

## Time Wasters



- No plan or direction
- Lack of priorities
- Inability to make a decision
- Inability to say no
- Taking on more than you can handle
- Failure to delegate
- Putting off something that should be done today
- Disorganization
- Jumping from one thing to the next
- Being kept waiting
- Excessive socializing
- Not getting to the point
- Meetings without agendas
- Not using commuting or travel time wisely
- Not writing things down
- No paper processing system
- Poor knowledge of office equipment
- Equipment problems

## Paper Management



## Paper Management



### Action Files

- accessed daily
- use folders or binders
- highly visible – easily accessible – desk drawer

### Reference Files

- accessed often but not every day
- kept close to your work area

### Inactive/Archive Files

- inactive files
- stored in bankers boxes and off-site if possible

## Tickler file



- System is for your personal files
- Keep track of all papers that you didn't have a place to put them, but didn't want to forget about them either.
- Designate this system in a large desk drawer or a portable file box
- Works in conjunction with a daily planner

## How to create a tickler file



- The daily section
- The monthly section
- The repetitive tasks section (customized)



## How to use a tickler file



- Letters & memos
- Phone call-back reminders
- Expense Reimbursements
- Airline Tickets, invitations, business cards, ongoing projects, mail

## Mail



- Deal with the mail everyday
- Don't sort, deal with each piece
- Throw away envelopes or additional info
- Decide & Act (**FAT**)
  - File it away
  - Act on it now (later – Tickler File)
  - Toss it

## Clean desk policy



- It shows the right image when customers visit the company
- It reduces the threat of security as passwords and confidential information get locked away
- Scientific studies have shown that there is a reduction in stress with employees having a tidy desk
- Studies have also shown a reduction in workplace accidents and spills

## Physical space organizing



## Create zones



- Zone 1** – The most important information that is regularly accessed
  - Tickler File/Active File
  - Telephone
  - Daily Planner
- Zone 2** – Less frequently used items, but still important
  - Reference materials
  - Office Supplies
  - Manuals
- Zone 3** – Inactive or closed files

## Quick tips



- Don't face the doorway
- No coffee machines or water dispenser near office
- Positioning of chairs
- Limit Personal items
- Placement of clock
- Placement of telephone
- Frequently used items accessible
- Stock up on office supplies
- In/out basket

## How to stay organized




### Daily:

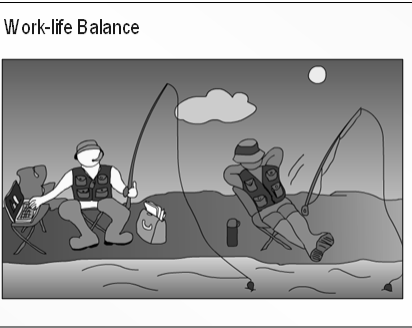
- Set aside 10-15 minutes at the end of each day to put everything away
- Get up in the morning with your space ready to go

### Ongoing:

- Get in the habit of purging regularly
- Set aside 30 minutes every Friday to toss
- Return all items to their assigned homes

**Work-Life balance** 

Work-life Balance



**Family management center** 

- Calendar
  - Responsibility – who records activities?
  - Color coding
  - Write errands, events and appointments
  - Record full details
- Action File
  - To pay
  - To file
  - To call
  - To sign
  - Coupons
  - Tickets
  - Menus



## Morning routines



- Emphasis on *routine*
- Prepare clothes the night before
- Limit electronic distractions
- Use the electronic brew feature on your coffee machine
- Set up a breakfast center
- Create a launch pad for coats, book bags, cell phone, car keys & purses

## Household routines



- Simplify meal planning
- Create a list of family favorite meals
- Create a customized pantry/freezer list, use this list to shop, keeping the basics for a variety of family meals on hand
- Plan meals according to family members' activities
- Cook once, eat twice – or more!

## Household chores



- Designate chores for each member of your family
- Create a chore chart
- Reward them for their efforts
- Have a particular time during the evening for tidy up
- Assign "homes" for everything

## Found time



- Make use of short periods of time
- Use natural breaks in the day
- Build routines for all family members

## Recap



### Goal-setting

- What are you spending your time doing?
- Be realistic
- Work towards your goals every day
- Keep your goals in perspective

## Recap



### Time Management

- It's what you do with the 24 hours is what's important
- Working smarter, not harder
- Eliminate time wasters
- Overcome procrastination

## Recap



### Paper management/file management

- Break down files into action, reference & archive
- Use clear & concise “action” words
- Create categories & sub-categories for reference files
- Deal with mail everyday

## Recap



### Physical space organizing

- Create “Zones” in your office
- Placement of office furniture & other items can hinder productivity

## Recap



### **Work-Life Balance**

- Develop family routines
- Establish homes for regularly used items
- Plan for tomorrow- today!
- Organization is a step-by-step process, not an end result

## Contact Information



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**Questions?**

Newfoundland  
Labrador

