



Get Organized! by Design

www.getorganizedbydesign.ca

Let's Get Organized at Work

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These Factors Determine Your Productivity

The Smart Productivity System defines the thirteen distinct factors, categorized into 4 key areas that determine the level of productivity one can achieve.

| 4 Key Areas | Productivity Factors | Suggested Content |
|--|---------------------------|--|
| Space Order in your physical and digital space enables you to find information you need quickly and effortlessly | Organize | General order and functionality of office/desk space, shelving, storage |
| | Paper File System | File system set up for easy use and maintenance, active work files |
| | Digital File System | Clean up and folder set up for easy use and maintenance |
| Tools Functional systems and tools help manage the influx of tasks, projects, commitments and other incoming work | Task & Project Management | T&P management system, capture tools (ex: notebook), workflow process |
| | Email Management | Folder system, Action Emails, Reduce, Manage, Efficiency |
| Performance How you manage yourself throughout the day greatly determines how successful you feel at the end of the day | Resources | Processing Modalities, Strengths, Support, Self Knowledge, Skills, Abilities |
| | Self Management | Decision Making, Procrastination, Perfectionism |
| | Boundary Setting | Saying No, Interruptions, Multi-tasking |
| | Delegating | Reasons to delegate, when you don't have staff to delegate to |
| | Planning | Prime Time, Bookending, Calendar, Energy and Time management |
| | Prioritizing | Priority Matrix, Priority Management, Urgent/Important |
| Balance Looking after your foundational needs plays an essential role to productivity since when you feel good you work well | Self Care | Quality & Quantity of sleep, Water, Nutrition, Movement, Exercise |
| | Stress Management | Detach from work/technology, De-Stress Techniques |
| | Personal Values | Values & Needs Exercise |

How Organized are You?

←-----→

1 2 3 4 5 6 7 8 9 10

Extremely Disorganized Somewhat Organized Perfectly Organized

I need to improve in the following areas:

- Space
- Tools
- Performance
- Balance

What to Keep? What to Toss?

- Make room for essential items
- Decide to decide
- Focus on what you use

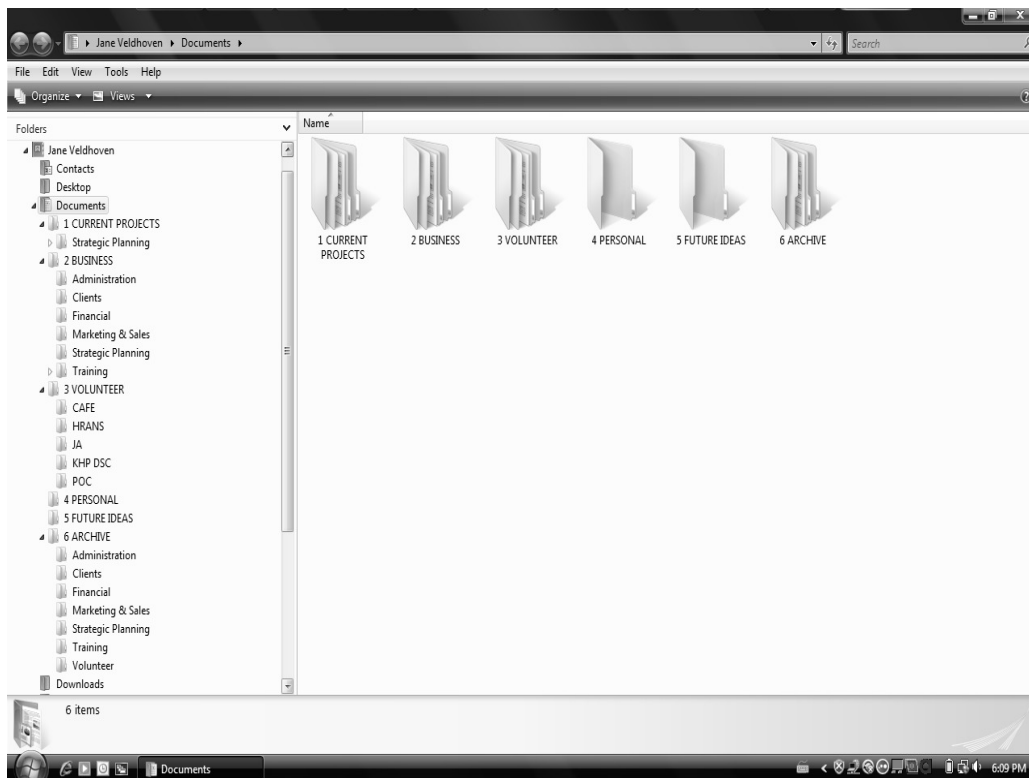
QUESTIONS TO ASK YOURSELF

- Is it recent enough to be useful?
- Does this require action?
- Can I identify a specific use for it?
- Is it difficult to obtain this again?
- When was the last time I used this?
- Are there tax or legal reasons why I must keep this?

Finally, ask yourself: *What is the worst possible thing that will happen if I toss/delete this?*

FILING SYSTEMS

Standardize your file structure across all information formats - paper, electronic documents, and email.



MANAGING EMAIL

What are 3 challenges you face?

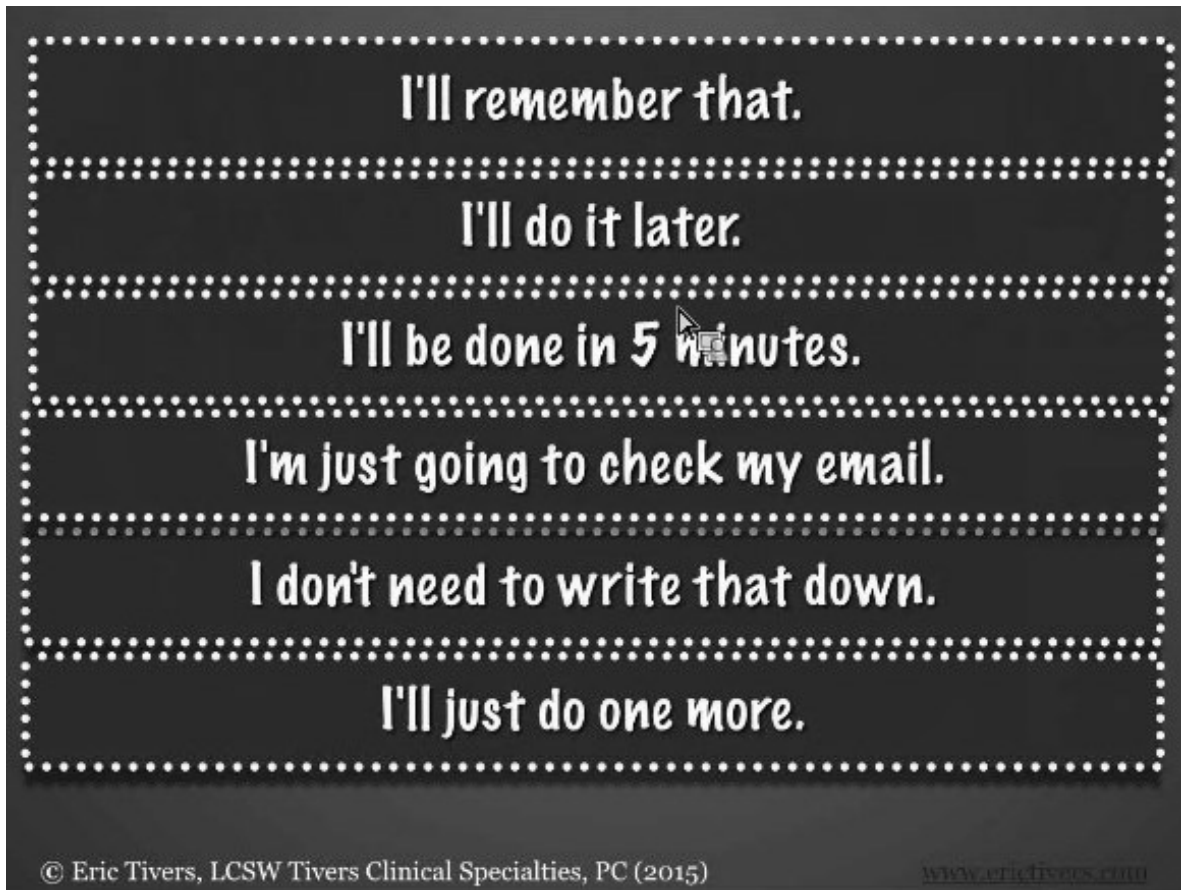
1. _____

2. _____

3. _____

Tips for Managing Email

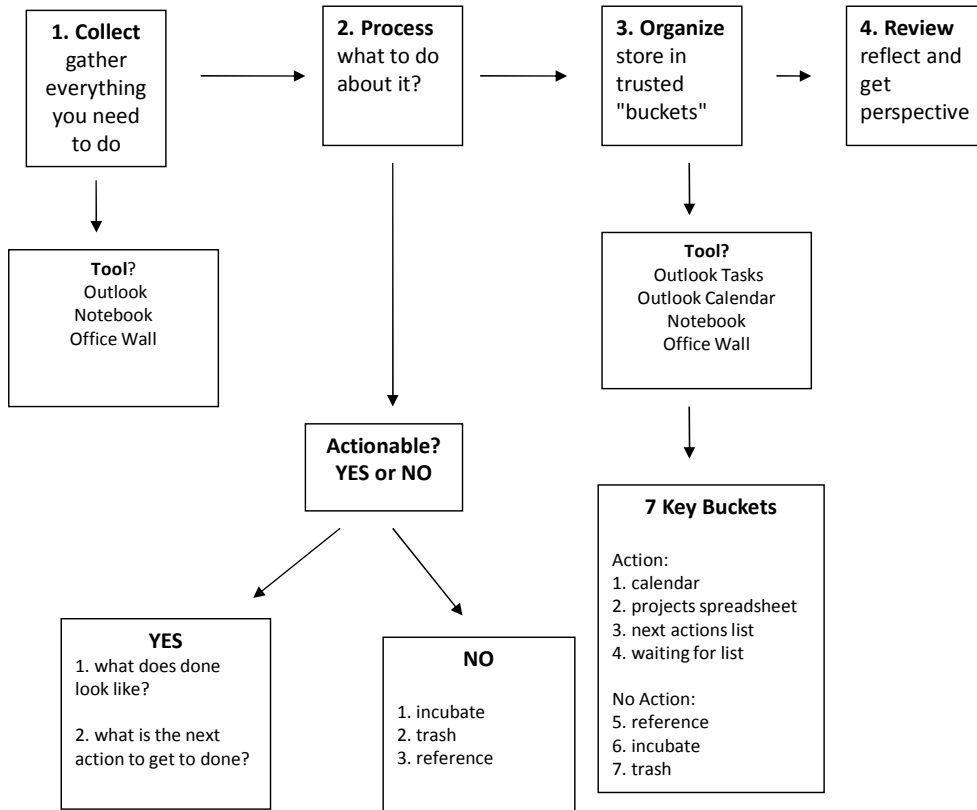
- Clear Your Inbox Daily
- Read Items Once
- Convert Emails to Tasks or Appointments
- Create Custom Folders
- Schedule Time to Process – Max. 3/Day



Which of the above do you tell yourself?

What are the consequences?

Mastering Workflow



Using Your Calendar

What types of things should you block off in your calendar?

1. _____
2. _____
3. _____

How much open time should you leave in your calendar every week? _____

Use your calendar as a tool to:

- Manage interruptions
- Schedule Email time
- Schedule Task and Project time
- Schedule Prep time
- Take control of your day!

Keeping it Real

Ask the tough questions to keep
yourself and your projects on track





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