



Getting It All Done

“How to find your paperwork in 30 seconds or less”

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“If you can't find it in 30 seconds, it's in the wrong place”

What's In It For You?



*“If you can't find it in 30 seconds,
it's in the wrong place”*

- You'll finally have **more time** to **focus** on the things that really need your attention
- Learning to make **better decisions**
- **Eliminating**, rather than tolerating, *things you just can't seem to get to* **or** would prefer to have someone else handle
- **Developing** systems tailored to the way you think and work
- **Learning** how to solve your problems as projects occur
- Increasing **productivity**
- Making **more** money in less time

“People Don’t Fail--They Just Fail to Plan”

- **PLAN™** up to 50% of your day and leave 50% for everything else.
- Write it down - **RIDE™**
- Schedule time for everything
- Allow for interruptions
- Use a timer

PLAN Your Day

- **PLAN™** - Planning Let's you Act Now
- **RIDE™** - wRite It Down Everyday
- What kind of day planner
 - Plenty of room for all the day's activities, as well as a month at-a-glance pages. Displays one month per 2-page spread with large,
 - ruled daily squares .
- Keep your planner open
- **Monthly Calendar**
 - Transfer monthly items to the wipe off board for each week's activities (good visual reminder). Remember, things come up daily and should be added onto the weekly wipe off board.



Managing Your Time

“Activities Management”

🌐 **Biggest mistakes**

- Not knowing how long a job will take
- Not establishing a schedule
- No such thing as “spare time”—schedule time

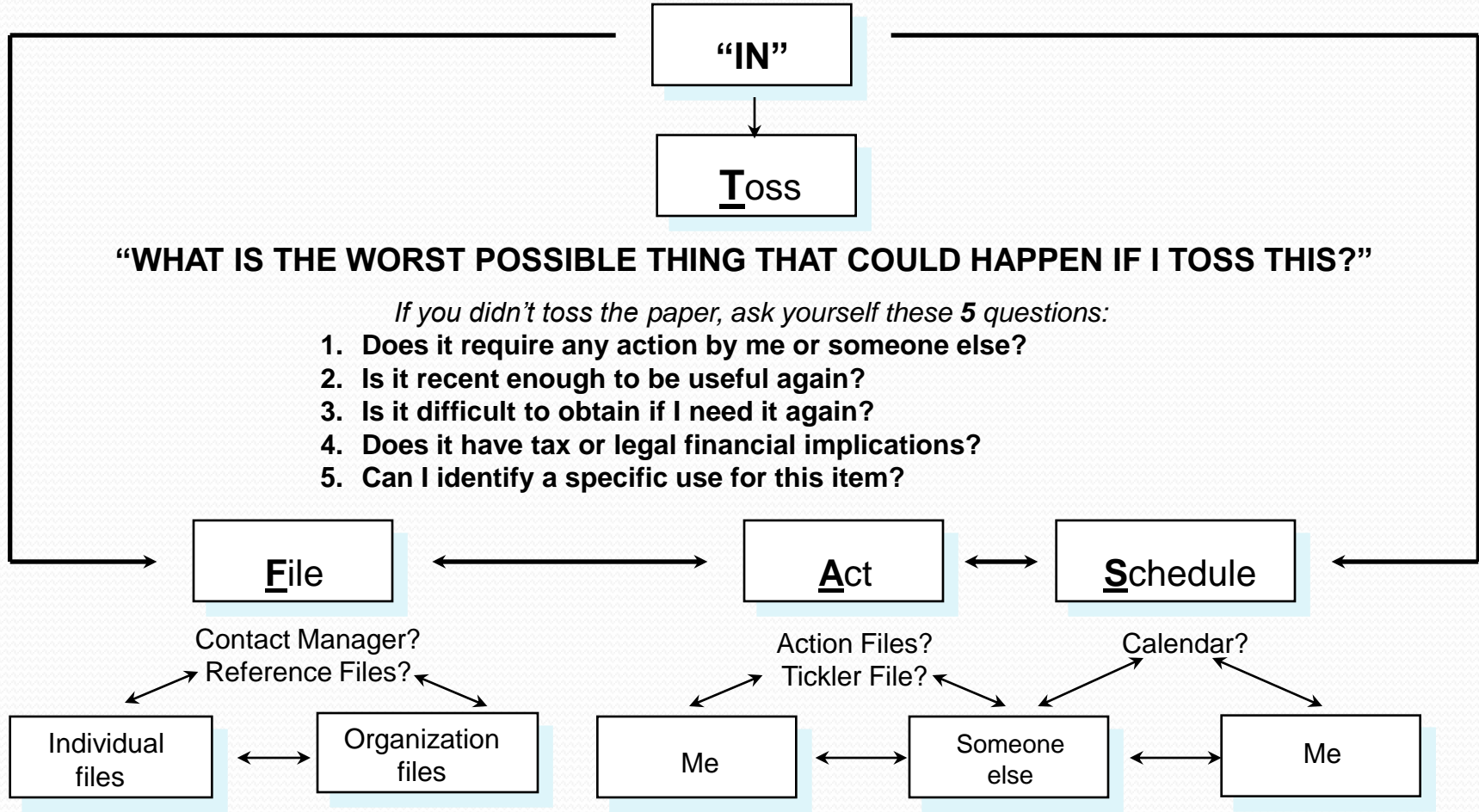
🌐 **Use an Activity Log**

- Helps to show you where you’re spending your time



Information Management “Flowchart”

The **FAST** System (**F**ile it, **A**ct on it, **S**chedule it, **T**oss it)
 Ask yourself “What is the next ACTION?”



Remember: Clutter is just postponed decisions

Using the Right Tools



Oxford DecoFlex Desktop
storage unit



Smead Desk File Sorter

A-Z, 1-31



Wilson-Jones Daily Desk File & Sorter A-Z
or 1-31, Multicolor Mylar® coated tabs

Kindergarten Model of Organization

- Room is **divided** into activity zones.
- It's easy to **focus** on one activity at a time.
- Items are **stored** at their point of use.
- It's **fun** putting things away—everything has a home.
- Keep **visuals** of everything that's important to make your area comfortable and efficient.



7 Secrets of Getting Organized

1. ASAP – Analyze, Strategize, Attack, Purge
2. FAST – File, Act, Schedule, Toss (or delegate)
3. PLANTM – Planning Let's you Act Now
4. RIDETM – wRight It Down Everyday
5. Filing/follow-up system
6. Using the right organizing products
7. Organizing your computer files with your paper files for easy retrieval

Making it fun until it's done, so the only thing you have to lose is your “clutter.”

We Have a Successful Lift Off!

- Set up a **“launch pad”** to keep track of ***daily*** and ***weekly tasks***
 - A ***designated area*** to place material for that days’ or weeks’ events
- Make sure you have a ***clean desk at the end of the day***



Bring Order to Your Life





Thank You

“Motivation is what gets you started.
Habit is what keeps you going.”

-- Jim Ryan, former Governor of Illinois



Available for coaching, consultations, success coaching,
“Lunch n’ Learn” seminars, speaking engagements, and trainings

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(and Staying) Organized for ADD, ADHD, and the Chronically Disorganized”***

“No More Junk Mail” booklet for the home and office--guaranteed to stop up to 80% of your “paper” junk mail.

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