

The Secrets of Organizing Your Life

Easy, Simple Strategies and Techniques



Coaching, Consulting, Speaking & Seminars * www.evelyngray.com * (626) 576-2059 PST

Imagine the Ideal Workspace

- ❖ Where everything is in its place within your reach that perfectly supports your way of thinking
- ❖ Getting more done in less time. It's not a dream anymore!
- ❖ The importance of being on the F.A.S.T. track everyday (File, Act, Schedule & Toss or delegate)
“Smiles not Piles” 😊
- ❖ If you CAN find the item in 30 seconds, it IS in the right place!



Cost of Disorganization

- ❖ Embarrassed to have people over
- ❖ Feeling of being overwhelmed
- ❖ Frustration (overstressed)
- ❖ Health
 - Sick a lot—no time to exercise
- ❖ Keeps you awake thinking about things all the time
 - Sleep deprivation
- ❖ Missed deadlines
- ❖ How much will it cost you in time, money, space and stress to find lost and misplaced items everyday?



PLAN Your Day

- ❖ “People don’t fail, they fail to plan”
- ❖ P.L.A.N.
 - Planning Let’s you Act Now)
- ❖ Day Planner
 - Plenty of room for all the day's reminders.
 - Displays one month per 2-page spread with large, ruled daily squares, December through January.
- ❖ Keep your planner open unless you are carrying it



Write It Down Everyday

❖ Monthly Calendar

- Transfer monthly items to the magnetic wipe off board for each week's activities. Remember, things come up daily and should be added on daily. Don't forget to also add those items to your PDA, Pocket PC, your Daily Planner, or notebook. Paper is always a great backup if the electronics break down or the batteries go dead.



❖ Weekly Calendar

- Use this weekly wipe off magnetic board to transfer your monthly appointments onto for that week. Then add additional items can be added as needed for keeping as a big visual reminder.



Use Voice/Audio Reminders

- ❖ Use timers to remind you
- ❖ Call in to your recorder and leave voice mails as reminders to do things
- ❖ Record a list of tasks to do on your message machine
- ❖ Use voice-activated recorders as helpful reminders
- ❖ Be sure to say the “date” the day the message is left, and what “target date” the task has to be completed by (accountability factor)



Advantage of a Mobile Office

- ❖ Presort papers for action when you get back to the office
- ❖ Efficient use of time
- ❖ Staying on the F.A.S.T. track
 - File it, Act on It, Schedule It, or Toss It (or delegate the task)
- ❖ Reduces stress with less mess AND more success!



Travel Briefcase

- ❖ "Travel Briefcase" (zippered) by Globe-Weis Pocket File (water-resistant, letter size, slate blue). Comes with customized action labels and instructions:
- ❖ 13 file pockets that can be labeled the same as your office files for easy transition from car to office.
 - ✓ Appointments
 - ✓ Calls to Make
 - ✓ Calendar Entries
 - ✓ Doctor's Appointments
 - ✓ Meeting Munchies
 - ✓ PC Data Entry
 - ✓ Photocopying
 - ✓ Receipts



Make It Easy

- ❖ Decide on category names
- ❖ Use 3" clear plastic tabs and write category names on tabs with black Sharpie
 - You can use packing tape to put these larger tabs over the smaller tabs on the travel briefcase file
- ❖ Make sure you have the same category names for your office files and your Travel Briefcase Travel Briefcase to Deco Flex Desktop office files (simple)
- ❖ Transfer of papers into action files (fast & easy)
- ❖ Saves time (no resorting)



Thank You



**"Motivation is what gets you started.
Habit is what keeps you going."**

-- Jim Ryan, former Governor of Illinois



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