



Organize to Optimize



Organize to Optimize

Organizing and productivity tips to:

- Find what you need, when you need it
- Process your work with less stress
- Optimize your time, energy and attention



Organize Your Space





Where does your clutter come from?

1. Too much stuff, physically and digitally
2. Indecision
3. Lack of systems
4. Too many demands on your time



Unearth Your Desk - Creating SPACE

Sort
Purge
Assign a home
Contain
Establish Habits





Creating SPACE: Sort and Purge

Sort: Group and Gather

Purge: Clear clutter

- Do I need it? (check with legal/compliance)
- Is it adding value, or is it keeping me from finding what I need when I need it?
- What is the worst that could happen?
- Can I get it somewhere else?





Creating SPACE:

Assign a home & Contain

Apply basic principles of organizing:

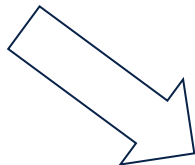
- **Keep like things together**
- **Keep things close to where they are used, often creating zones**
- **Have a place for everything (think vertical)**
- **Give things used most often best real estate**
 - **Use daily = hand's reach**
 - **Use weekly = arm's reach**
 - **Use monthly = in cube/office**
 - **Use less than monthly = elsewhere**
- **Build around your natural habits (“flow”)**
- **Consider where containers would add value**



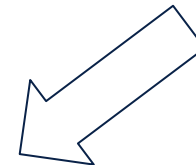
Creating SPACE: Establish Habits

Organizing
is a process,
not an event

Establish a maintenance plan

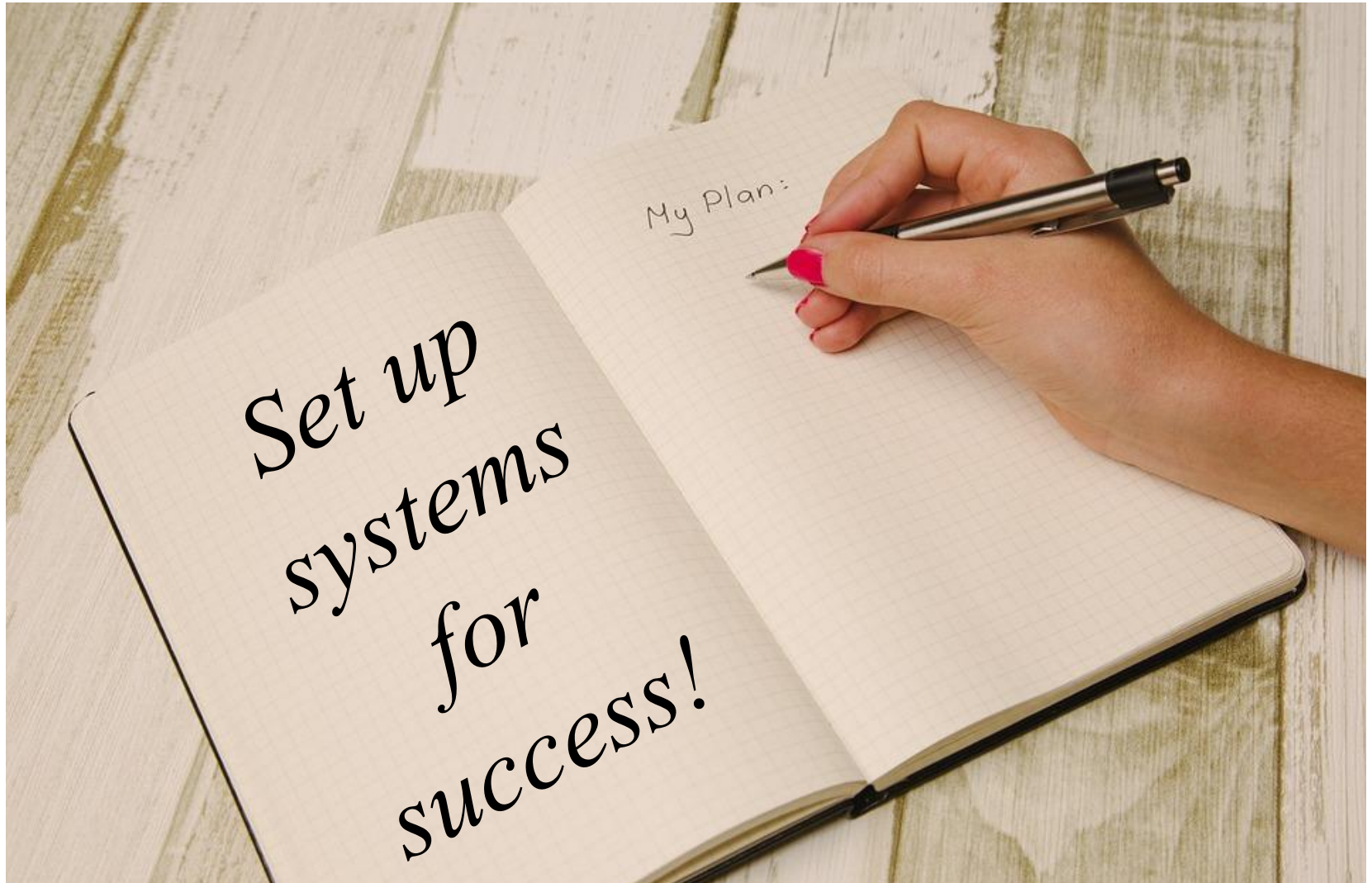


Daily - Ongoing - Annual





Process Incoming Items





Numbers Exercise

Hand-Out



97 21 37 9 61 14 74 26 6 94
89 49 1 53 81 34 82 46 66 18
13 57 25 17 65 90 22 70 30 58
77 33 73 45 93 38 78 2 42 86
41 69 85 29 5 98 50 62 54 10
63 7 79 39 15 76 48 12 16 96
75 47 27 59 31 100 24 36 56 68
3 43 23 19 71 4 52 40 32 60
83 11 91 35 87 72 28 80 8 84
55 95 51 99 67 20 88 44 92 64

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Instructions

When I say “go”, circle the numbers in numerical order, or touch them one by one on the screen (so first find and circle the 1, then find and circle the 2, then the 3, and so on)

Do what you can

30 seconds



Numbers Exercise – Part 2

Hand-Out

									
97	21	37	9	61	14	74	26	6	94
89	49	1	53	81	34	82	46	66	18
13	57	25	17	65	90	22	70	30	58
77	33	73	45	93	38	78	2	42	86
41	69	85	29	5	98	50	62	54	10
63	7	79	39	15	76	48	12	16	96
75	47	27	59	31	100	24	36	56	68
3	43	23	19	71	4	52	40	32	60
83	11	91	35	87	72	28	80	8	84
55	95	51	99	67	20	88	44	92	64

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Instructions

Imagine four quadrants

When I say “go”, circle the numbers (or point to the numbers) in numerical order (so first find and circle the 1, then find and circle the 2, then the 3, and so on)

You’ll find the 1 in the upper left, the 2 in the upper right, the 3 in the lower left, the 4 in the lower right, and then return to the upper left for the 5 and so on ...

Do what you can – 30 seconds



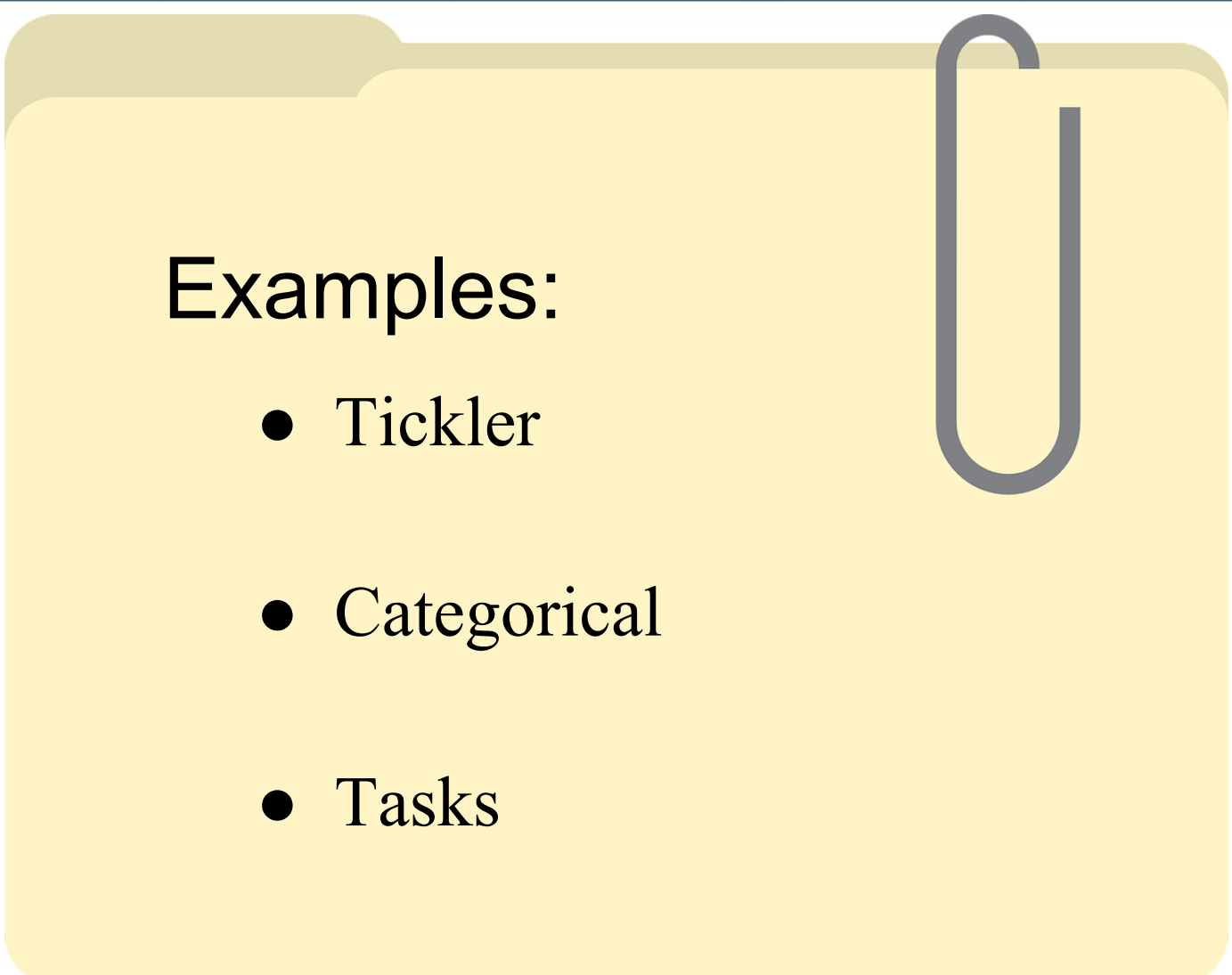
System for Handling Incoming Items: Process, Don't Check



Make 1 of 5 Decisions

1. Dump or Delete
2. Delegate
3. Do
4. File for Reference
5. File for Follow Up



A large, light-yellow folder graphic with a tab on the top left and a grey paperclip on the top right. It contains the text 'Examples:' and a bulleted list.

Examples:

- Tickler
- Categorical
- Tasks



Reference Filing System

- Easy to file and retrieve
- Not overstuffed (for paper)
- Large categories (broad)
- Small categories, subjects
- What will you call it in 6 months?
- Consistent naming conventions



Maximize Your Time





Ask Yourself:

- What is my 20% that yields 80% of my results?
- What are my biggest time wasters?
- What strategies can I employ to minimize time spent on the other 80%?

Prioritize & Plan

- Identify
- Schedule
- Honor boundaries and balance





Prioritize and Plan

A rectangular chalkboard with a light-colored wooden frame is mounted on a dark brick wall. The chalkboard has a dark, textured surface with some white chalk marks. The text is written in a white, italicized serif font.

*Failing to plan
is
planning to fail*

Eat a frog for breakfast



Focus:

- Minimize Interruptions
- Stop Multi-tasking

Chunking:

Like tasks 'chunked' together





For Reflection

How can I reward myself for getting the hard stuff done?





For Reflection



In what ways do I
need to ask for help
to get organized
with my space,
incoming items,
and my time?



Want More Time for What Matters Most?

1. Special Offer: Organize to Optimize mini-course & Resource Library bundle discounted: <https://www.itssimplyplaced.com/mini-course-task-master-bundle/>
2. Free Resource: Rock Your Work From Anywhere guide www.itssimplyplaced.com/wfa
3. Free Discovery Call: <https://SimplyPlaced.as.me/DiscoveryCall>



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