



# Organization Strategies

Getting more done, in less time.

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## ■ Basic Principles

(for inbox, office/desk space and day-to-day workload)

**1** Get Organized

**2** Prioritize

**3** Overcome Procrastination

**4** Manage Disruptions

**5** Let GO of Perfectionism

**6** Speak UP



# 1

## Get Organized

- **Purge often**
  - Remember, if an item has been updated or can be found electronically, a paper version may not be useful. Set up a short-cut to the electronic version, and discard the paper version.
- **Put like items together**
  - This concept is applicable to physical documents, as well as electronic documents. Ensure you are creating a filing system that can be easily found in a search, where the nomenclature is recognizable to yourself and others that may access it.
- **Give everything a home**
  - No “junk drawers” (including electronic catch-all folders) if possible
- **Put everything near its point of use**
  - Seems obvious but, remember, put the printer paper near the printer 😊
- **Use the right product to store**
  - Ensure you are utilizing shared folders, drives, email folders, etc.



# 2

## Prioritize

- **STOP multitasking**
- **Delegate (when possible)**
- **Create a to-do list**
- **Prioritize to-do's by tiers**
  - Remember, Tier 2 is the ideal space to operate in most of the time.
  - Avoid Tier 4 entirely. Those are much more “wish list” items that should not make it to your list of priorities unless you have free time.

	Urgent	Not Urgent
Important	<b>1. Important and Urgent</b>	<b>2. Important , but Not Urgent</b>
Not Important	<b>3. Urgent, but Not Important</b>	<b>4. Not Urgent and Not Important</b>



# 3

## Overcome Procrastination

- **Recognize it exists** (we all are guilty of this)
- **Evaluate/understand it** (What about this task do you dislike? Why?)
- **Take countermeasures** (examples include: consider segmenting portions of the task, or committing to completing it first thing in the morning, when you have the most energy)



# 4

## Manage Disruptions

- **Which quadrant does it belong in?**
  - Remember, if it is not in Tier 1 or 2 it is likely a disruption. Most disruptions fall under Tier 3, or is someone else's Tier 1.
  
- **Is it recurring?**
  - Recurring disruptions should be considered for collaborative handling that can reach the masses and perhaps rectify or resolve the need for the disruption. Ideas for resolving recurring disruptions include: Send out email updates to offer the information to a larger audience, or have one meeting with all who would benefit from the knowledge.
  
- **Set limits**
  - Scheduling/calendaring time is key.
  
- **Schedule meetings**



# 5

## Let GO of Perfectionism

- **Let it GO!**
- **Be honest with yourself**
- **Organization & prioritizing leads to less mistakes (and stress)**
- **Don't throw away work – replant it!**



# 6

## Speak UP

- **Timing is everything** (avoid waiting until the Tier 2 item is now a Tier 1 item)
- **Quadrant 2, 3 is ideal**
- **Ask for guidance**
- **Take notes based on guidance** (Save the notes and ensure they are saved in a manner you can easily locate them. Make cheat sheets based on guidance so that you have a checklist you can pull from.)