



Getting Organized / Time Management Tips

UNDERSTAND YOUR GOAL AND BE COMMITTED TO IT

Cathy Sexton - Productivity Coach & Strategist

Organize your desk and your workload

- Review schedule for next week and **mark out time** to clean off desk and organize your projects/to-do's.
- **Organizing process = Gather/Filter/Start**
 - **GATHER** everything on your desk (papers and files) place in one pile
 - Review what is left on your desk and **remove** any item that:
 - Doesn't give you energy or you don't love
 - You don't use on a **daily** basis
 - **FILTER / SORT** your pile of files/paper
 - Start with the top piece of paper and **make a decision!** No setting off to the side for later.
 - **Discard** Trash/Shred (see questions to ask to help with this below)
 - **Delegate** Who else can do this? Is this the best use of my time? Place in pile #1
 - **Do IT** if it can be done in 2 minutes or less; just do it NOW
 - **Defer for Filing**- File Pile – filing (can someone else can do?) pile #2
 - **Define the Action** - The only items left should be your action items - pile #3
 - **PRIORITIZE & START**
 - Give delegate pile to others
 - Place filing pile somewhere other than on your desk (Delegate if possible)
 - **Make decision** for each item in your **Action Pile**
 - Have your calendar ready so you know when you have time to work on these items
 - Have a stack of scrap paper (preferably full sheets)
 - Level of importance
 - When does this need to be completed
 - How long will it take me (generally takes 1 ½ - 3 times longer than we think)
 - Break large task down to small tasks
 - Can I teach someone else to start handling this project? (Schedule time with ??)



- Based on due date, length of time and your calendar availability
 - Choose date to work on project/to-do
 - Place paper in corresponding date file (if using tickler file see below)
 - If item is a ***file folder***, place folder in different drawer and use a piece of the scrap paper to write a note re: work on marketing plan, do ___ report, etc.
- Continue going through complete pile deciding when you will work on it
 - **Prioritize** work for next day – see process below
 - Go home and have a nice evening with your family

This process will continue each day with items that come into your inbox (*have everything go into an inbox, not somewhere on your desk or chair*)

Prep time:

Plan on going through your inbox each day and do the SORT process (Discard, Delegate, Do It, Defer for Filing or Define Action) see above

Then go through the ACTION pile and make the Decision as to when you will work on it (see above)
Start working on items in your tickler file for that day.

Prioritizing workload: On your CLEAN desk lay out everything in your file dated today.

- Pick up the most important item that needs to be done
- Place it face down on the desk
- Pick the next important items and place face down on top of the first
- Continue until all items are chosen
- ***This should take less than a minute***
- Place into your daily file so that the most important is first
- Start and finish that item and then pull out the next item.

** Note: Having one item on your desk to work on at a time will allow you to stay more focused and if you're interrupted it makes it easier to decide if your interruption or your project is more important. If you choose the interruption, it makes it easier to pick up where you left off instead of getting sidetracked on something else.

Discarding Questions: Yes = keep (put away) No= move to the next question

1. **Do I use it regularly?**
2. **Do I love it, or does it give me energy?**
3. **No one else has a copy or I cannot get again**
4. **Is it recent enough to be useful?**
5. **I need for legal or tax reasons?**



6. **Last but most important question – WHAT IS THE WORST THING THAT WILL HAPPEN IF I DON'T HAVE THIS?** If you can live with that answer, you can probably discard, toss, destroy or shred.

Free up your space and your time for the more important things in life....

Set up a Tickler file

- Use your right-hand drawer in your desk
 - Clean out your drawer completely then add hanging folders
- Set up Hanging Files 1-31 and Jan-Dec (Can use an accordion-type folder, though it's not as easy to use)

I challenge you to **I.G.N.I.T.E.** your personal productivity by implementing what you have just learned. Start by using these steps:

Intention: Know your intention, ask why is it important? What are the benefits?

Get started: Take action on one strategy you learned within the next 24 hours.

Commit: Your Time, Money, & Energy

Engage the process!: Motivation, celebration, evaluate what's working or not working to keep moving forward and ask someone to hold you accountable. Your success depends on it.

I would love to partner with you on improving your productivity. Visit my fan page at <https://www.facebook.com/TheProductivityExperts> where I share resources, articles, tips, and techniques to help you be more productive.

You can also contact me for coaching and training. The investment you make in yourself and your business will increase your productivity, help you accomplish more, and reduce stress!

As a productivity coach and strategist, I am passionate about helping individuals discover their personal productivity style so they can accomplish more with less effort. I use my passion and empathetic nature to help people live healthy productive lives! I know the health risks of being a workaholic; I have lived it. My purpose in life is to provide coaching, teaching, and tools to people who are hungry to spend more time with family, enjoy their careers and live a less stressed and carefree life. For more information, please visit www.TheProductivityExperts.com or email cathy@theproductivityexperts.com