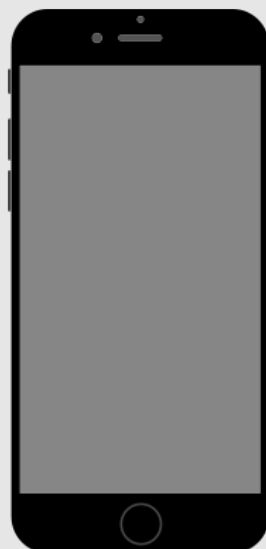
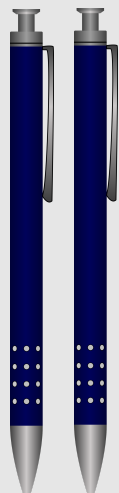
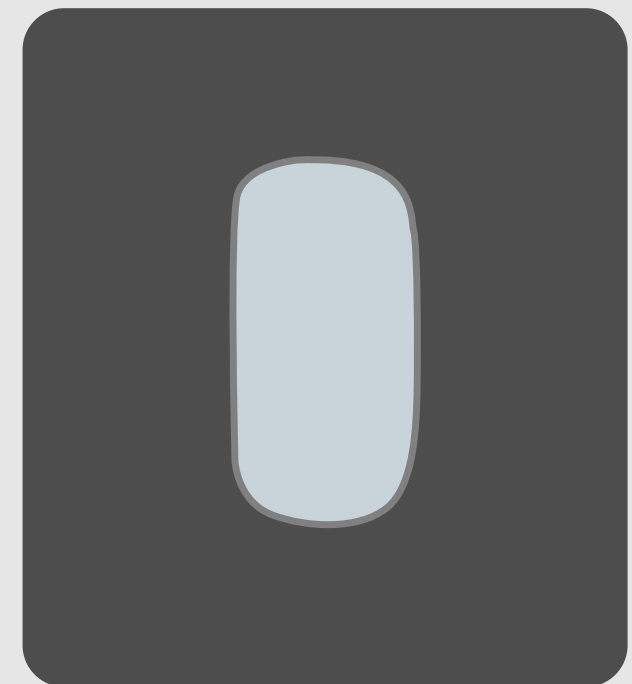


# The Organized Professional



# THE ORGANIZED PROFESSIONAL

The Organized Professional



# CHALLENGES

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**“I’m afraid it’s too late to clean up my desk  
without disturbing the delicate ecosystem.”**



# CHALLENGES

The Organized Professional



- Uncertainty about how to begin
- Overwhelming task
- Resistance to change
- Risk of discarding important material
- Inability to maintain tidy space
- Psychological barriers



# WHY ORGANIZE?

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- Increase productivity
- Increase colleague confidence
- Increase customer satisfaction
- Reduce stress
- Create space to focus on what matters

# THE GUIDING QUESTION

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What is the purpose of this space  
and how do I work best within it?

# THE GUIDING QUESTION

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# THE GUIDING QUESTION

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# THE GUIDING QUESTION

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# THE GUIDING QUESTION



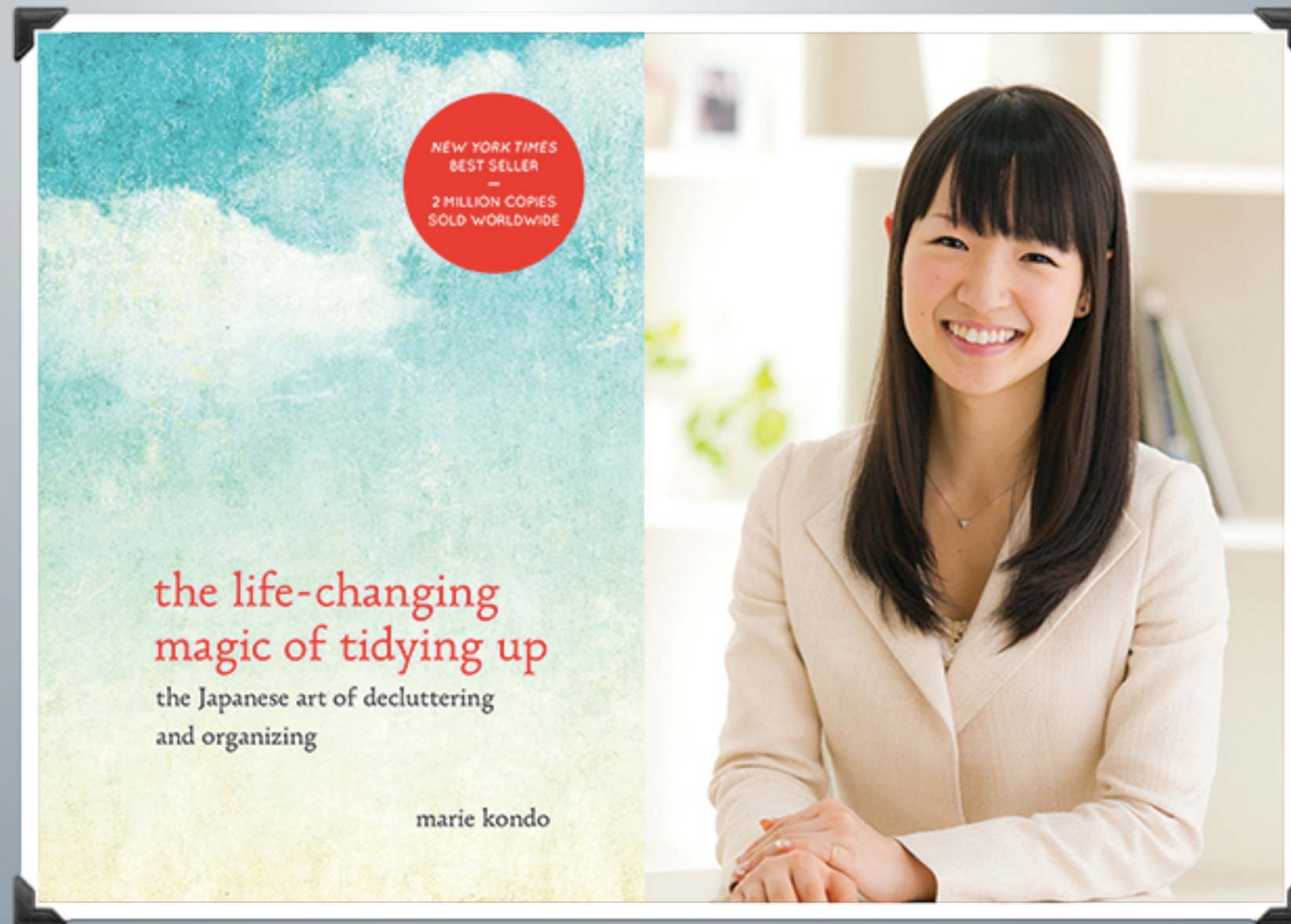
My workspace is a place:

- Where I feel
- Where I accomplish
- That makes others feel
- That inspires me to



# KONMARI METHOD

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# ORGANIZING GUIDE

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1. Declutter and organize entire space in one go

**“TIDY A LITTLE A  
DAY AND YOU’LL BE  
TIDYING FOREVER”**

marie kondo



# ORGANIZING GUIDE



## 2. Declutter and organize by category, not by location

- Books
- Papers
- Office supplies
- Sentimental items



# ORGANIZING GUIDE

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3. Take everything out and put it into one place



# ORGANIZING GUIDE



4. Touch each item and decide what to **keep**

Do I use it on a regular basis?

Does it bring me joy?



# ORGANIZING GUIDE

The Organized Professional



## 5. Discard and donate





# ORGANIZING GUIDE

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6. Designate a space for each item you have kept



# ORGANIZING GUIDE



## Filing Strategy

1. Scan
2. File active papers *in sight*
  - To do, To read, To pay, To file
3. Customize system
  - Start with broader categories
  - Alphabetical, Chronological, Categorical, Color Coded, etc.
4. Create binders for things you refer to often

# ORGANIZING GUIDE

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7. Continually practice gratitude for the things and the space around you





# ORGANIZING GUIDE

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Do I use it on a regular basis?

Does it bring me joy?



# DIGITAL SPACE

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# DESKTOP

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# DESKTOP

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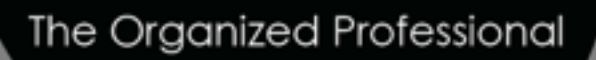


# DESKTOP

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If you can read this  
you're not working.



# E-FILES

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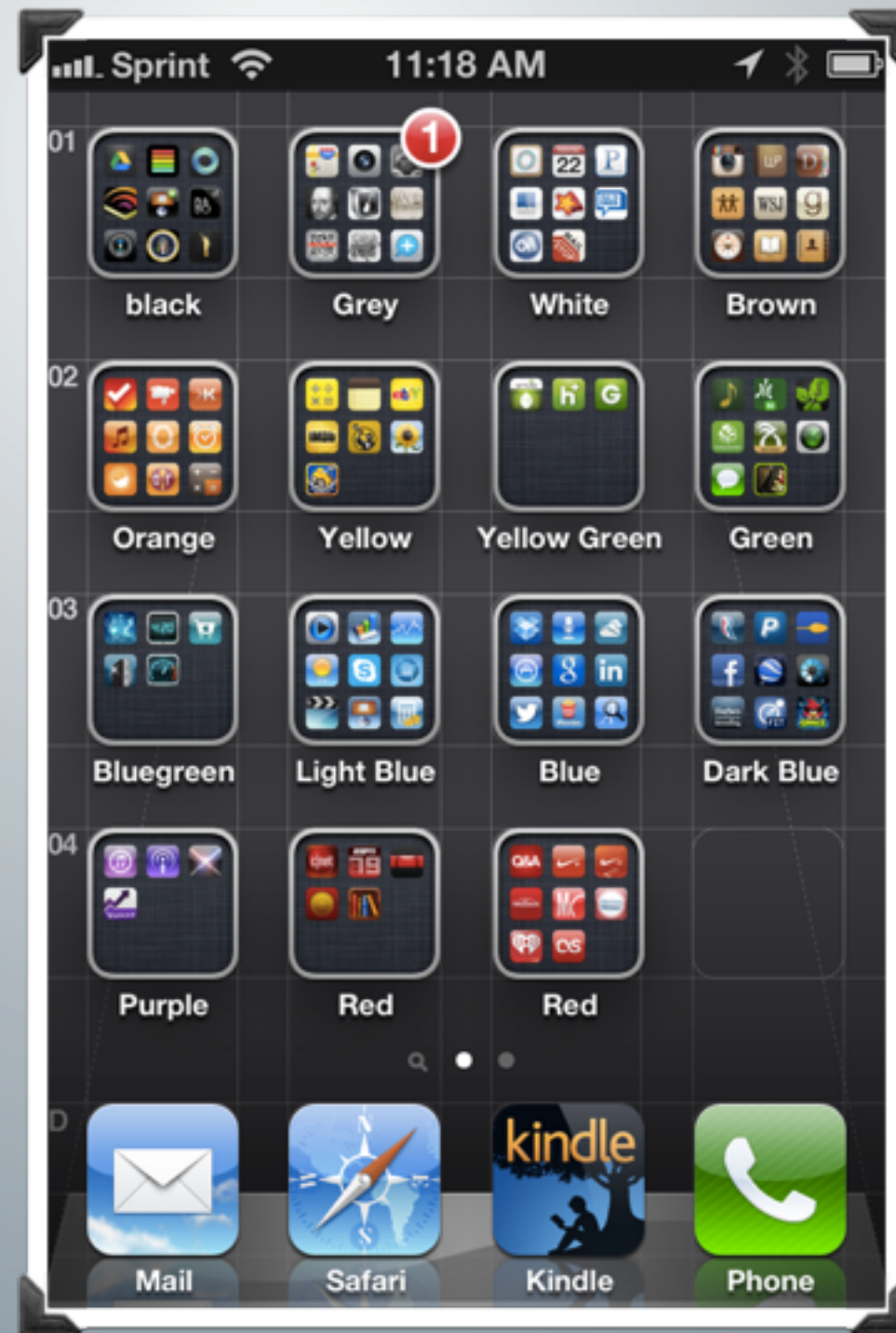
# PHONE APPS

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# PHONE APPS

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# PHONE APPS

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# EMAIL

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There are 2 kinds of people in this world:



Mail



Mail

# EMAIL

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## Unsubscribe



# EMAIL

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## One-touch Rule





# EMAIL

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## Inbox Zero



You have no emails.  
Please enjoy your day!

# EMAIL

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## Automate



# ORGANIZATION APPS

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Wunderlist



todoist



EVERNOTE



# MAINTENANCE TIPS



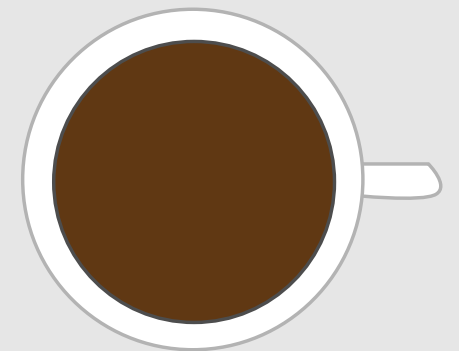
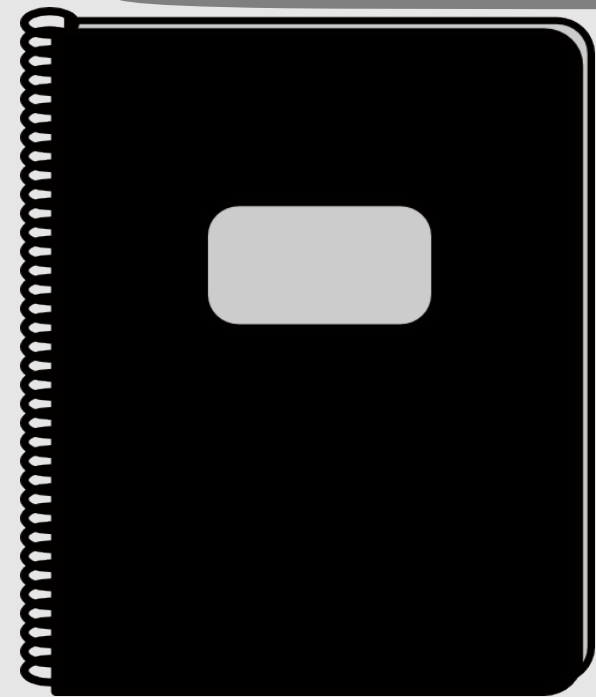
- Schedule regular clean out sessions.
- Take five minutes at the end of each day to tidy your space.
- Take time each Friday to organize and clean.

# THE ORGANIZED PROFESSIONAL



“Being organized is about reaching for your dreams and having an environment that supports your doing so.”

- Stephanie Denton



# The Organized Professional

