

Why is it Important?

- Increases productivity.
- Increases customer satisfaction and colleague confidence.
- Reduces stress and creates space to focus on what matters.

Organization Guide

1. Declutter and organize your whole space over the shortest amount of time possible.
2. Declutter and organize by category, not by location.
3. Take everything out by category and put it in one place so you can see it all together.
4. Touch each item and decide what to keep by asking these two questions:
 - Is it useful or necessary to me on a regular basis? Does it bring me joy?
5. Discard and donate.
6. Designate a space for each item you keep.
7. Continually practice gratitude for the things and space around you.

Adapted from: *The Life-changing Magic of Tidying Up: The Japanese Art of Decluttering and Organizing*, Marie Kondo

Desktop

- Clear away everything you don't use regularly.
- Choose an inspiring image as your wallpaper.
- Try using a productivity wallpaper.

E-Files

- Go through each folder you have and see what is there. Do you still use it? Is it filed appropriately? Are there simpler categories you could use to organize your documents?
- Mimic your physical filing system.
- Consider moving everything from your computer's hard drive to an external one, then work backwards moving only the things you need from the external hard drive to your computer.

Phone Apps

- Group them into folders.
- Manage push notifications.

Productivity and Organization Apps

- ✓ Wunderlist ✓ To-doist ✓ Trello ✓ Evernote

Email Organization Tips

Unsubscribe

- Only receive emails you will actually read - consider using an app like Unroll.me.

One Touch Rule

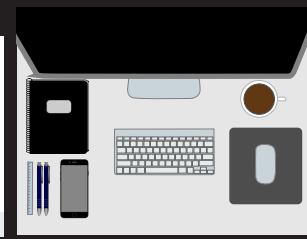
- Set aside a couple times in the day where you will look at email.
- Read through each email once and at that moment decide what to do with it.

Inbox Zero

- Take two minutes periodically throughout the day to sort email into folders and keep your inbox empty.
- Create folders that designate action items – Reply, In Process, Archive.
- If you do not need – delete!

Automate Organization

- Set rules, create folders, and auto sort.



Digital Space

- Computer desktop
- E-files
- Phone apps
- Email

Physical Space

- Desktop
- Desk drawers
- Under desk
- Bookshelves

- Files
- Cabinets
- Walls
- Pin Boards

- Cords
- In-box
- Out-box
- Purse/briefcase

The Guiding Question

What is the purpose of this space?

My workspace is a place....

Things I use on a regular basis:

Things that bring me joy:

"If you want a golden rule that will fit everybody, this is it: Have nothing in your houses that you do not know to be useful, or believe to be beautiful." - William Morris

In the next _____ I will commit to organizing _____.

Period of time Your commitment/goal

General Maintenance Ideas

1. Schedule regular total clean out sessions – both electronic and physical.
2. Take five minutes at the end of each day to tidy up.
3. Take some time each Friday for organizational maintenance.

"Being organized is about reaching for your dreams and having an environment that supports your doing so." - Stephanie Denton