

## Why Is Organization Important?

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

### Organization Guide

- Declutter and organize your whole space over the shortest amount of time possible.
- Declutter and organize by category, not by location.
- Take everything out by category and put it in one place so you can see it all together.
- 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?
- Discard and donate.
- Designate a space for each item you keep.

### Desktop

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

### Electronic Files

- Go through each folder and see what is there. Do you still use it? Is it filed appropriately? Are there simpler categories you could use to reorganize 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 Applications

- Group them into folders.
- Manage push notifications.

### Email Organizational Tips

#### Unsubscribe

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

#### One Touch Rule

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

#### Inbox Zero

- Take five minutes periodically throughout the day to sort emails 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.

### Productivity and Organization Apps

- ✓ **Wunderlist** Cloud-based task management program for smartphone, tablet, computer, and smartwatch
- ✓ **To-doist** Easy-to-use productivity and project management app
- ✓ **Trello** Visual tool that empowers your team to manage any type of project, workflow, or task tracking.
- ✓ **Evernote** Great note-taking and task management tool that helps you organize digital notes

## Digital Space

- Computer Desktop
- Files
- Google Drive
- Email

## Physical Space

- Desktop
- Desk Drawers
- Under Desk
- Bookshelves
- Files
- Cabinets
- Walls
- Pin Boards
- Cords
- Purse/Briefcase

## The Guiding Question

What is the purpose of this space?

---

---

---

Things I use on a regular basis:

---

---

---

My workspace is a place to...

---

---

---

Things that bring me joy:

---

---

---

In the next \_\_\_\_\_ I will commit to organizing \_\_\_\_\_  
Period of time Your commitment/goal

***"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***

## 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 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***