

Get Organized!

"Time Management"




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Food For Thought...

- Organized people make more money
- Higher IQ's
- Climb the corporate ladder faster.

Why is this? Anyone want to guess?


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The Learned Skill




The average office worker wastes 40% of their workday, not because they aren't smart but because they were never taught the organizing skills to cope with the increasing workloads and demands of their job.

-Wall Street Journal

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Balance vs. Integration

Balance vs. Integration

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Demands You Will Face in The Business World

<p>Physical</p> <ul style="list-style-type: none"> - long hrs - more paper - more technology <p>Mental</p> <ul style="list-style-type: none"> - volume of data - speed of changing technology - constant raising of the bar 	<p>Time</p> <ul style="list-style-type: none"> -do more with less people -only 24 hrs in a day -False belief busy=success
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Benefits of Organization

- More Time
- Reduced Stress
- Success

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Screensucking

- Computer
 - Video game
 - Television
 - Cell Phone
 - Blackberry
- How to manage Screensucking:
- Be aware of it
 - Moderation
 - Use an alarm clock

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Organizing Tools

- Time Managers
 - Calendars
 - Timers
 - Reminders
- Task Managers
 - To-Do Lists
 - Mind Mapping

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Daily Planning

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Two-List System

- Master List
- To Do List

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Task Switching



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Strategies for Staying On Task

- Set a timer and sprint.
- Timer. Am I still on track?
- White noise machine.
- Headphones.
- Earplugs.

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Organizing Tools

- Eliminate Distractions
 - Turn off email sound/popups
 - IM or text may interrupt the efficient use of your time.
 - When focusing on a project, turn off computer, silence phone and put on your headphones.

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- Use support from a PO or coach to keep you on track.
- Remove the clutter.
 - Audio Clutter: radio, silence cell phone.
 - Visual Clutter: advertisements, magazines, newspapers. This will improve your spatial clutter too by freeing up your mind.
- It will be easier to finish projects you start if you rotate your projects. Don't dive into multiple projects at the same time.

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Example look of Free "Stickies"

http://www.zhornssoftware.co.uk/stickies

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Save
Your
Self
Time
Energy &
Money

- Personalized
- Plans that become automatic or reflexive are systems

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Procrastination

“The best way to get something done is to begin”

~Author unknown

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Steps to Combat Procrastination

1. Set a deadline.
2. Set up a reward system.
3. Arrange for a follow up from "nag buddy".
4. Do when most energetic.
5. Break task into small pieces.
6. Incorporate positive thought process.
7. Schedule or eliminate the "someday projects."
8. Race the 1 minute timer.

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Time Management Tips

- Plan, plan, plan
- Look ahead
- Visualize the day or weekend
- Make appointments with yourself
- Respect and value time

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"The time for anything grows shorter everyday as we hurry to get more done."

We create more/smaller pieces of the pie & each piece starts to lose it's flavor/impact. Therefore, choose what is most important and focus on that.

Dr. Ned Hallowell from Crazy Busy.

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Thank You!

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