

# Organize Your Work Life and Set Yourself Free!

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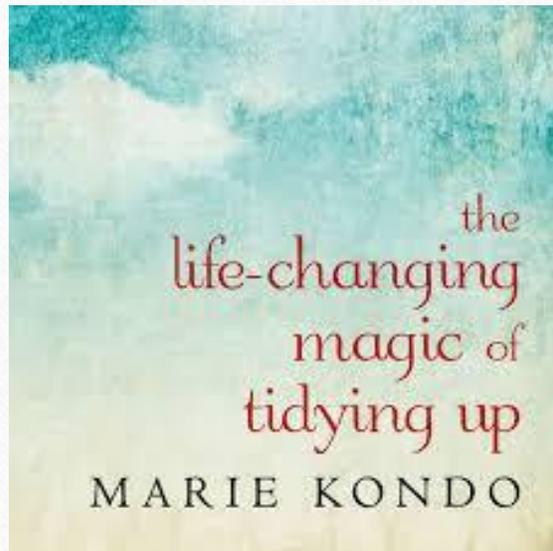
# My Story

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# The KonMari Method

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Does this *Spark Joy*?

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# Get Inspired!



# Geek Out On Organizational Supplies

**The Container Store®**

weekly planner Week of 2/1/2015 to 2/7/2015

time	sunday 2/1/2015	monday 2/2/2015	tuesday 2/3/2015	wednesday 2/4/2015	thursday 2/5/2015	friday 2/6/2015	saturday 2/7/2015	notes
8:00 AM								pick up dry cleaning
9:00 AM								get Chase back
10:00 AM								SHOP for Neil and Tori's engagement party
11:00 AM								get baby shower gift
12:00 PM								get paper towels and hand soap
1:00 PM								schedule meeting with Operations
2:00 PM								
3:00 PM								
4:00 PM								
5:00 PM								
6:00 PM								
7:00 PM								
8:00 PM								
9:00 PM								
10:00 AM	brunch with Lori	conference call with West Co						Kristin's baby shower
11:00 AM								
12:00 PM		lunch with Sarah						
1:00 PM								
2:00 PM								
3:00 PM								
4:00 PM								
5:00 PM								
6:00 PM								
7:00 PM								
8:00 PM								
9:00 PM								
10:00 PM								
11:00 PM								
12:00 AM								



# Getting Started

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- Inspire Yourself.
- Keep Your Eye on the Prize.
- Commit.
- Prepare Ahead of Time.
- Keep a running list of what you know you need.
- Think about what works for YOU.

# Files and Folders

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- Ask “Where would I look for this?” not “Where should I put this?”
- Three Categories: in use, used frequently, used rarely.
- Start with Low-Hanging Fruit.
- You are selecting what to keep, not what to discard.
- Ask yourself, “What’s the worst that can happen?” (Sea of Keys)
- Use monthly folders to help you stay on track.
- Avoid landscape items.

# Email

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- Field the easy ones right away.
- Create a temporary folder.
- Catching up after vacation.
- Print or minimize emails so they stay on your radar.

# Scheduling and Time Management

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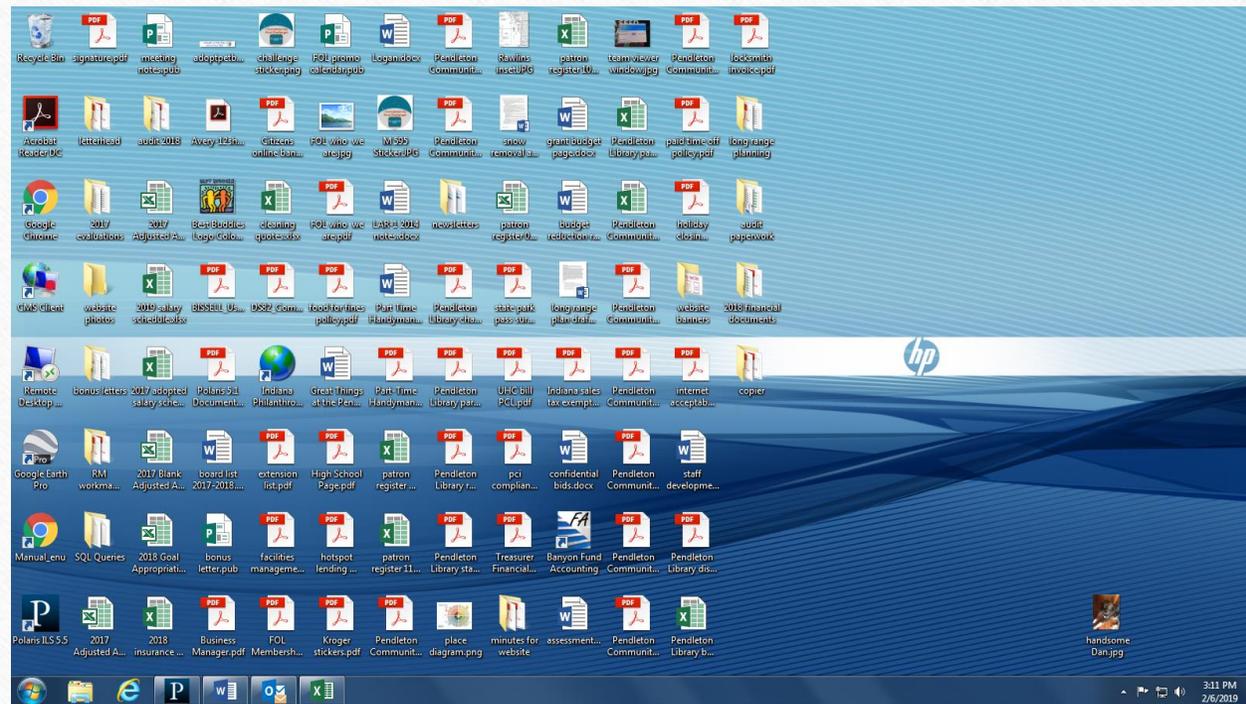
- Use a calendar for most everything.
- Schedule deadlines early and stick to them.
- Use reminders.
- Work from home, if you can.
  - No Mondays or Fridays.
  - Must have something to show for it.
  - Create functional work space.
  - Be responsive.
  - Doesn't work for everybody.

# Staying Organized

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- Bask in your new environment and commit to never going back.
- Commit to at least one full day every year to tidy up.
- Make sure everything always has a home.
- Always strive for an empty desk.
- Designate a good way to bring things between work and home.
- Make lists and use them.
- Don't procrastinate or over-commit.
- Use temporary folders and clean them out regularly.

# My Desktop



# Add Personal Effects

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