

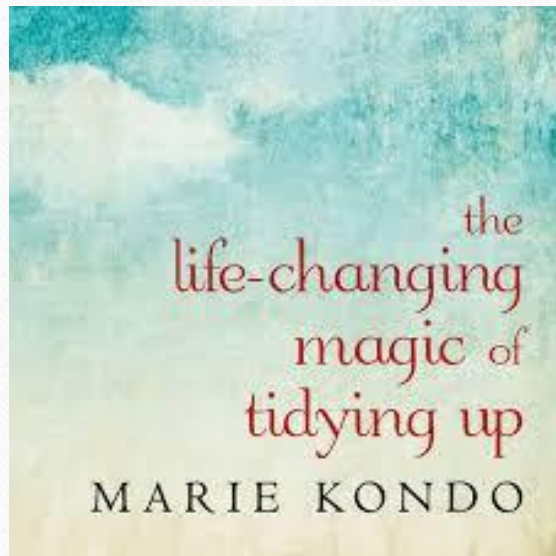
Organize Your Work Life and Set Yourself Free!



My Story



The KonMari Method



Does this *Spark Joy*?

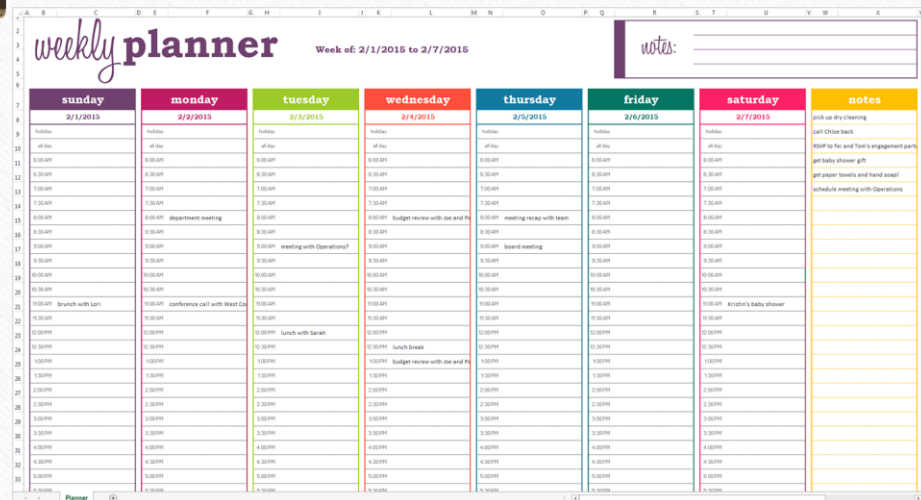


Get Inspired!



Geek Out On Organizational Supplies

The Container Store®



Getting Started

- 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

- 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

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

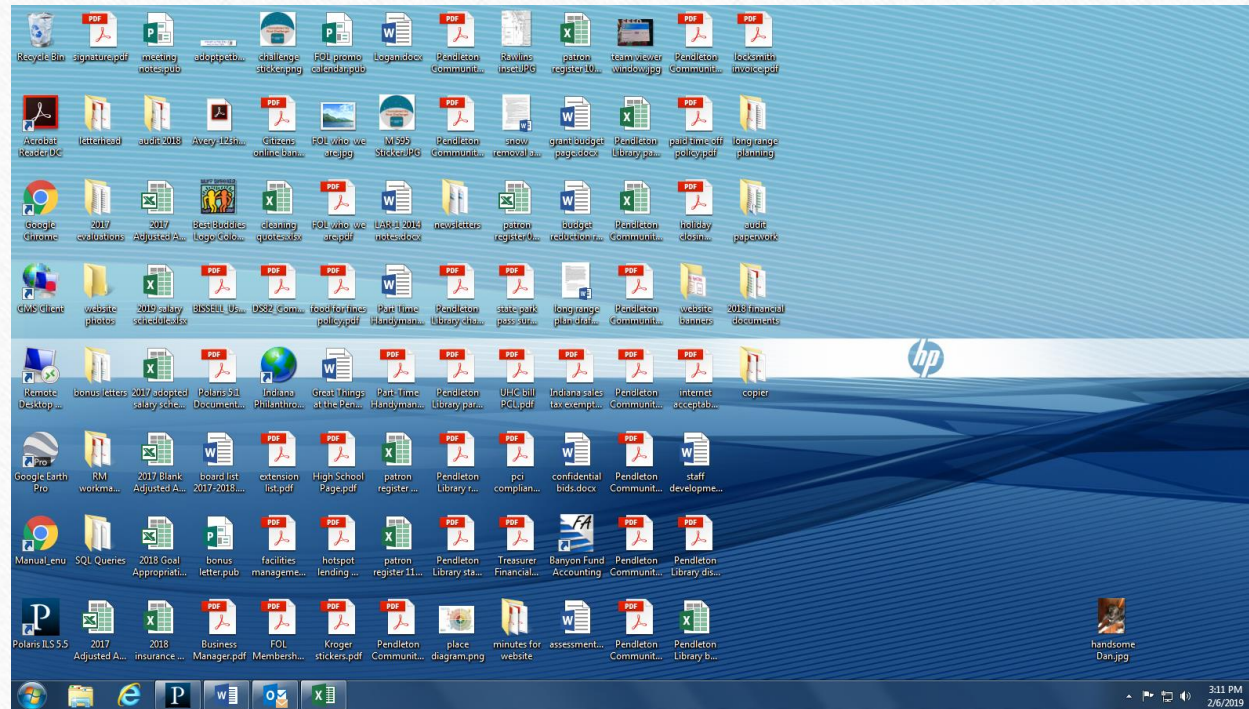
Scheduling and Time Management

- 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

- 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





Allow Yourself One Dirty Little Secret

