



Program Description

"ORDER!"

Organize Your Office and Your Life

Order relates to your level of organization. It's how well you control the paper, email, reading material, and inputs into your office. Order is the ability to sort, filter, and process information effectively. It's your ability to find what you want, when you want it, in 30 seconds or less. It's how tidy your work areas look, inside and out.

Organization saves time, allows you to focus, lowers your stress level, and distills the important from the unimportant.

Course Objectives:

1. Realize that some people aren't "born" more organized than others.
2. Create a clutter-free work surface.
3. Learn where to put "pending" items or papers requiring future action.
4. Organize your files and find essential information when you need it.
5. Sort, process, and store information quickly and systematically.
6. Toss unnecessary papers and avoid the packrat syndrome.
7. Touch things only once and become more decisive.
8. Learn the proper use for sticky notes.
9. Know the contents of every cabinet, drawer, and storage space in your office.
10. Create a systematic plan to stay organized.

