

GetOrganized!

Organizing for Home, Business & Life

www.GetOrganized.ws

- De-Cluttering
- Paper Clutter

- Time Management
- Family Coaching

- Home Staging
- Presentations



Totally *Out of Control* Time

A Get Organized! Talk

Statistics

The average office employee spends three (3) hours per week looking for documents and other items at the office. If an employee's salary is \$50,000 per year, the lost time translates to \$3,823 per year. Multiply that by the number of employees in your company, and you can see that there is great value in the cost of organizing your spaces.

43% of Americans categorize themselves as **disorganized**, and **21% have missed vital work deadlines**. Nearly half say disorganization causes them to work late at least 2 or times each week.

Jane Von Bergen, "So many reasons to neaten up...", Boston Globe 3/12/2006 Esselte survey, David Lewis

Only 34 percent said they are using proven scheduling tools and techniques to help them gain more free time and balance in their lives. Likewise, 60 percent said they don't have work-life balance, and being unproductive contributes to this feeling. (U.S.: 31 percent said they are using proven scheduling tools and techniques; 66 percent said they don't have work-life balance.) - Microsoft.com

80% of "Crisis Management" events are preventable.
<http://shirleyfinelee.com/MgmtStats.htm>

10-12 minutes invested in planning your day will save at least 2 hours of wasted time and effort throughout the day - from "Eat the Frog" by Brian Tracy.

How Most People Use Their Calendars

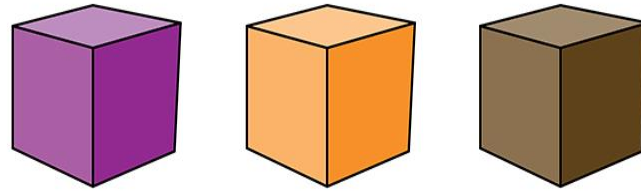
- They put only major appointments on their calendars
- They fail to look at their calendar numerous times a day
- They fear long term planning, as they have no clue what will come up
- Men tend to only use their calendar for work while after work they rely on their memory or their spouse
- Women tend to use their calendar for both work and managing the family activities
- Some struggle with using their phone calendar because they cannot see a month at a glance easily or it is too small

**There is a difference between
planning to do something
and scheduling it.**



Let's Review

- Each day do a Brain Dump (include long-term and short-term planning)
- Take list and schedule all appointments and tasks on your calendar
- Include an (*) on your calendar when you have a tangible piece of paper to go along with appointment or task
- If you fail to complete any tasks, move them forward to the next possible day you can realistically accomplish them
- Be sure to estimate your time well. Include getting ready, communicating, not rushing, and not overcommitting what you can really do
- Set a beginning and end time for every appointment/meeting
- Do not overbook yourself. Leave time to breath and enjoy what you do
- Remember when you say "yes" to something, you automatically say "no" to something else and that something else may be your kids, spouse, or the free time that we all need.



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