

OrganizeU



www.OrganizeU.ca

*More Space? More Time? More Life?*

*Get Organized to the Max*

## Overview

### Topic text

This course addresses the mental and physical challenges of disorganization in the realm of space, time and life. It provides specific organizing principles to assist you in managing your environment. It assists you in determining the reasons for disorganization, explains how you can change and helps you to identify behaviours that are keeping you from achieving your goals. You will discover how to maintain a clutter- and stress-free environment; learn how to deal with papers, files and information.

Learn to take control over your time and your environment to reduce the stresses of everyday life. To be successful, goals must be identified, priorities clarified and schedules established that are realistic. Plans must be formulated that are effective and efficient. Combine these skills with systems and processes that allow you to live efficiently and productively and maintain a balance between life and work.

### You Will Learn How To...

- √ Identify the reasons for disorganization
- √ Set goals to live your life in an organized fashion
- √ Modify your behaviour
- √ Discover your organizational personalities
- √ Determine organizing principles to assist in your transformation
- √ Modify your behaviour
- √ Apply the laws and solutions of clutter
- √ Remember general organizing principles to organize your environment
- √ Declutter and organize your space
- √ Create a proper paperwork process
- √ Streamline your filing systems
- √ Process and manage information and e-mail
- √ Identify your specific time management personality
- √ Apply principles that work
- √ Streamline your processes and systems
- √ Manage multiple priorities and crises
- √ Make more efficient use of telephone and e-mail time
- √ Influence meetings productively
- √ Say no and stop procrastinating
- √ Identify and eliminate time wasters
- √ Define your values
- √ Identify the symptoms of and obstacles to imbalance
- √ Create a personal whole life chart that reflects your own values
- √ Deal with the obstacles to life balance

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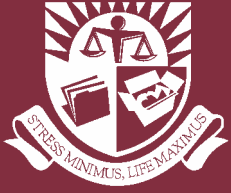
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- √ Determine what is important
- √ Promote a more balanced lifestyle in the workplace and at home
- √ Improve the quality of your life and relationships

### You Should Attend If You...

- √ Are living in chaos, clutter and confusion
- √ Feel that you never have enough time to complete tasks
- √ Are not accomplishing your goals
- √ Have difficulty saying no
- √ Need to get a grip on your time
- √ Are torn in all directions
- √ Are struggling with work life balance
- √ Feel that you are on a constant treadmill
- √ Would like to become more effective, productive and efficient

### Program Content

#### Defining you and your values

- √ Define who you are
- √ Determine what you want
- √ Identify your current value system

#### Determining where you are going

- √ Identify your role
- √ Learn to set goals
- √ Prioritize and achieve the goals

#### Understanding disorganization

- √ The physical effects of disorganization
- √ The cost factors
- √ Perception vs. reality
- √ Is there hope?

#### Modifying your behavior

- √ Learn why you are disorganized
- √ Understand organizing personalities
- √ Work with team styles of organization
- √ 10 steps to becoming organized
- √ Golden rules of organizing.

#### Following organizing rules

- √ 17 organizing principles

#### Decluttering and organizing space, files, papers, e-mails and electronic files

- √ How to declutter
- √ Zone your workspace
- √ Files and systems

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- √ Maintain your filing system
- √ The paperwork process

Creating information and workflow process

- √ 10 steps to information processing

Appreciating your time management personality

- √ What is your personality and the applications?

Analyzing where your time goes

- √ Use logs to analyze activities, stressors and interrupters

Planning properly

- √ Use your Circadian Rhythm
- √ Establish the Pareto Principle
- √ Follow the time management Matrix-4 quadrants
- √ Urgent vs. non urgent

Scheduling well

- √ Plan your time
- √ Schedule everything
- √ Options for all personality types

Differentiating between project and to-dos

- √ Simple elements of project planning
- √ Create proper to-do lists

Eliminating time wasters

- √ What are interruptions?
- √ Establish communication
- √ Learn to say no
- √ Improve delegation
- √ Overcome procrastination
- √ Simplify meetings
- √ Deal with e-mail as a time waster<sup>1</sup>

Taking charge of your life

- √ Determine and assess your life balance
- √ Create a balance wheel

Establishing values and priorities

- √ Reassess values and priorities
- √ Create a balanced lifestyle in 6 areas
  - Family and home
  - Physical & health
  - Spiritual & ethical
  - Financial & career
  - Mental & educational
  - Social & cultural

Eliminating obstacles

- √ Identify 4 major obstacles
- √ Determine how to overcome
- √ Deal with stress

Balancing work and home

- √ Determine what is important

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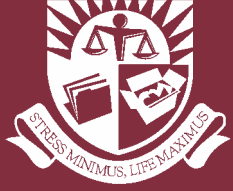
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- √ Identify ways to obtain assistance
- √ Deal with women's issues
- √ Learn tips and tricks for simplifying your existence.

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