

YOUR OFFICE ORGANIZED – FICTION OR NONFICTION?

An SCLS Workshop presented by Penny Johnson (pjohnson@scls.lib.wi.us)
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PLAN – What do I need my space and stuff to do for me? What is my organizing style? What is already working? What isn't working? What are my wildest dreams for this space?

EVALUATE – Will this item make me smarter? Richer? Healthier? Will it help me achieve my goals? Do I have time for this item right now? Do I need to be the primary source for this item? Does it justify the cost of its room and board? What's the worst that can happen if I get rid of this item? Does this item make me smile?

ARRANGE – What zones do I want in this space? Where do I want those zones to be? What supplies do I need in each zone? What message do I want to send to others with the placement of my desk?

CONTAINERIZE – How many containers/storage units do I really need? What sizes do I need? What types of containers best suit my organizing style and my sense of fashion? Am I going to be anchored in paper or computer files? What kind of labels will inspire me to act? Will other people understand my labels if needed?

ESTABLISH – When am I going to schedule my daily de-clutters? My timely tune-ups? If I bring a new item into my space, where is it going to live? What is its exit strategy? What teamwork techniques can I use to encourage others to keep this space organized?

PLANNING IT OUT

What do I need my space and stuff to do for me?

What is my organizing style? Innie or Outie? Right-handed or left-handed? High fashion or utilitarian?

How many other people need to use this space? How and why do they use it?

What is already working?

What isn't working?

What are my wildest dreams for this space?

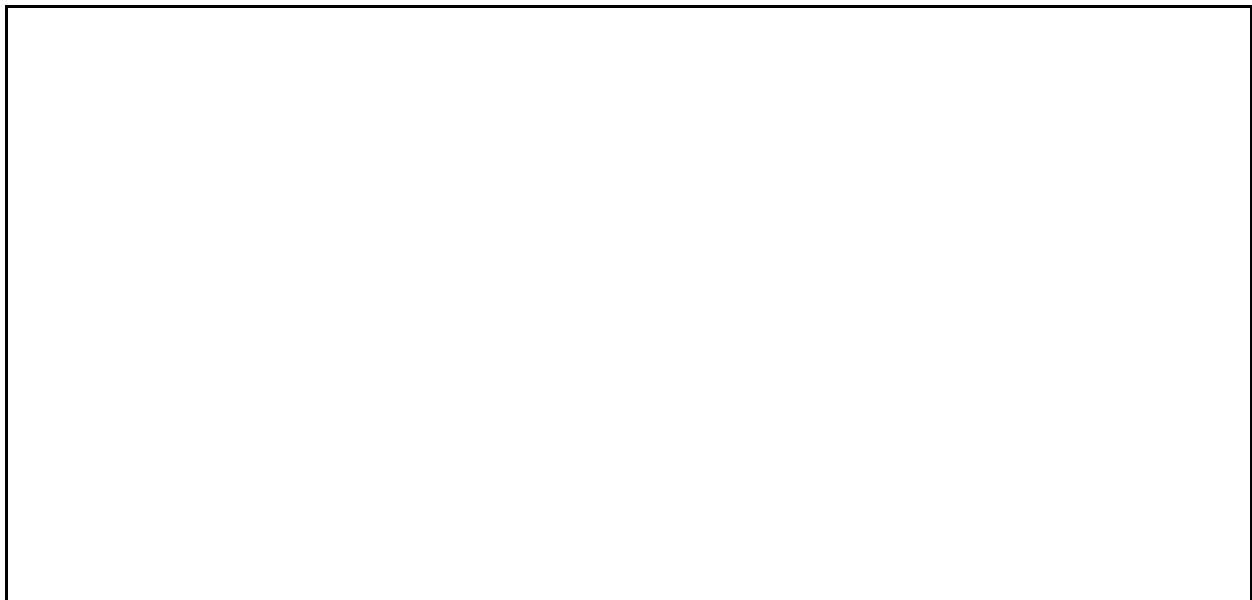
PINPOINTING THE PROBLEM

(from *Making Work Work* by Julie Morgenstern)

AREA	I can't find things	Others can't find things	Out of space
Desktop			
Paper filing system			
Computer filing system			
Email			
Rolodex/contacts/database			
Briefcase			
Reference/reading materials			
Supplies			

ARRANGING THE ZONES

Sketch out your space below. Decide which zones you need, and where you are going to place them. Consider whether or not you are right-handed or left-handed while you make your plans.



ESTABLISHING NEW ROUTINES

Daily De-clutter Routine:

Timely Tune-up Schedule:

Teamwork Techniques:

Helpful Books and Websites

Organizing for the Creative Person – Dorothy Lehmkuhl & Delores Cotter Lamping
(Three Rivers Press, c1993)

Making Work Work – Julie Morgenstern (Simon & Schuster, c2004)

Organizing from the Inside Out – Julie Morgenstern (Henry Holt, c2004)

Time Management for the Creative Person – Lee Silber (Three Rivers Press, c1998)

www.stopthejunkmail.com

www.wi-doc.com/Computer_Recycling_Program.htm

www.freecycle.org

*Have nothing in your house that you do not know to be useful or
believe to be beautiful.*

—Henry David Thoreau