

# PERSONAL ORGANIZATION



Together for Better Care  
Schering-Plough *Intervet*



---

---

---

---

---

---

---

---

## OBJECTIVES Physical Organization

1. To have a workspace that is tidy, neat, functional, common and proactive
2. To have a vehicle that is organized and serves all purposes
3. To be more **FOCUSED** !



Together for Better Care  
Schering-Plough *Intervet*



2

---

---

---

---

---

---

---

---

## ADVANTAGES OF BEING PHYSICALLY ORGANIZED

- Control & RECUPERATE your information & stuff
- SIMPLIFY your work
- Reduce your INTERRUPTIONS
- Work more PROACTIVELY
- Reduce your ADMINISTRIVIA
- FOCUS on your real priorities

### **GET MORE DONE ...**



Together for Better Care  
Schering-Plough *Intervet*



3

---

---

---

---

---

---

---

---

## A PROACTIVE WORKSPACE ?



Together for Better Care  
 Advancing Through eLearning



4

---

---

---

---

---

---

---

---

## YOUR DESK

### DESK TOP

- Calendar
- Mail Sorter
- Personal Stuff
- Equipment

### DESK BOTTOM

- Supplies/Tools  
Drawer
- Filing Drawer
- Junk Drawer



Together for Better Care  
 Advancing Through eLearning



5

---

---

---

---

---

---

---

---

## SUPPLIES & TOOLS DRAWER

P E N C I L S	S C I S S O R	P E N S	Staples	Elastics
			Stapler	Tape
			Paper Clips	Paper Clamps
			Labels	Eraser



Together for Better Care  
 Advancing Through eLearning



6

---

---

---

---

---

---

---

---

## TYPES OF FILES

### HOT

- Daily, Weekly Processes
- Projects
- Follow-Ups
- Quick Lists
- Forms

### WARM

- Monthly, Quarterly, Yearly Processes
- Reference
- To Do Projects
- Completed Projects

### COLD

- Archives
- Central
- Shared

Available on **Paper + Electronically!**



Together for Better Care  
Advancing Through eLearning



7

---

---

---

---

---

---

---

---

## Working System # 1: MAIL SORTER

**IN** = To Do (act on it)

**PENDING** = To Follow-Up (awaiting)

**OUT** = To Go (with a love note)

**READING** = To Read (really ?) **P + E**

**Paper + Electronic + Voice**



Together for Better Care  
Advancing Through eLearning



8

---

---

---

---

---

---

---

---

## WORKING HABITS

- Delete, trash or file it NOW or
- Delegate it NOW or
- Schedule time in your calendar to do it later NOW or
- **ACT ON IT NOW!**

**Paper + Electronic + Voice**



Together for Better Care  
Advancing Through eLearning



9

---

---

---

---

---

---

---

---

## VOICE MAIL MESSAGES

**INCOMING** Change your message **ONLY** if you can not return your messages within an acceptable time period

**OUTGOING**

- Return ALL your messages
- Plan your message
- Repeat your name & number
- Leave ONE subject per message
- Set-up telephone meetings



Together for Better Care  
Advancing Through Evidence



---

---

---

---

---

---

---

---

## Working System # 2: HOT FILES

- Current Projects
- Active Files
- Follow-Up Files
- Forms
- Daily + Weekly Processes
- Directories, Quick Lists ...

**Paper + Electronic**



Together for Better Care  
Advancing Through Evidence



---

---

---

---

---

---

---

---

## WHAT ARE YOU:

an **ACCUMULATOR**

or

a **DISCARDER**

?



Together for Better Care  
Advancing Through Evidence



---

---

---

---

---

---

---

---

# REMEMBER:

The **ORIGINATOR** is responsible to retain a copy, not the **RECEIVER.**



---

---

---

---

---

---

---

---

## Working System # 3: CALENDAR

- Memory Jogger
- Saviour
- Planning Tool
- Time Management Tool

**STOP STRAINING YOUR BRAIN !**



---

---

---

---

---

---

---

---

## CALENDAR Requirements

- One (**P** and/or **E**)
- Complete year
- Weekly view
- Dates + Hours
- Room for notes
- Glued to your body

**GOT TO LOVE IT !**



---

---

---

---

---

---

---

---

## CALENDAR: Work Related Items

- A Reward
- Recurring Events (budgets, vacations...)
- To Do items / Task Lists + DUE Dates
- Meetings with others + **YOURSELF**
- Follow-Up System
- Important Dates (milestones...)
- Voice Mail Messages, Reminders...
- Travelling Time + Schedules

## **PLANNING & THINKING TIME**



Together for Better Care  
Achieving Through Partnership



16

---

---

---

---

---

---

---

---

---

---

## CALENDAR: Personal Items

- To Do lists + Projects
- Recurring Events (vacations...)
- Important Dates (birthdays ...)
- Dates with your Mate
- Parties, Activities ...
- Mates', Childrens', Pet Schedules ...

## **PLAY DUELLING CALENDARS !**



Together for Better Care  
Achieving Through Partnership



17

---

---

---

---

---

---

---

---

---

---

## "TO DO" LISTS

1. How **many** lists do you have ?
2. How many **hours** of work are there on your list/s ?
3. What **day**, month or year will you **complete** your list/s ?



Together for Better Care  
Achieving Through Partnership



18

---

---

---

---

---

---

---

---

---

---

## “TO DO” LISTS TIPS

- **Categorize TO DO items:**
  - less than 30 minutes
  - more than 30 minutes
  - more than 3 stepsincluding repetitive tasks & project steps

- **Block time for ALL your TO DO items**

**PLAN! PLAN! PLAN!**



Together for Better Care  
Advancing Through eInnovation



---

---

---

---

---

---

---

---

---

---

## CALENDAR TIPS

**P or E**

- ~ Plan your week in detail
- ~ Decipher appointments with YOURSELF & others
- ~ Color code your **major responsibilities**

**E**

- ~ Click & drag e-mails + tasks into calendar
- ~ Print weekly format with hours & room for daily notes

**P**

- ~ Use a pencil in the time zone areas



Together for Better Care  
Advancing Through eInnovation



---

---

---

---

---

---

---

---

---

---

## TIME MANAGEMENT TIPS

- Book planning time every week
- Estimate + block time for your TO DO items
- Make appointments with others + YOURSELF
- Maintain your 3 working systems:
  1. Mail (paper + voice + electronic)
  2. Hot Files
  3. Calendar

**PUT EVERYTHING IN YOUR CALENDAR !**



Together for Better Care  
Advancing Through eInnovation



---

---

---

---

---

---

---

---

---

---

## FILING TIPS

- Letter or Legal Size
- Color Folders
- Labelling
- Label Alignment
- Sort By ....

**FILE FOR RETRIEVAL NOT STORAGE !**



Together for Better Care  
Achieving Through Partnership



22

---

---

---

---

---

---

---

---

## WHAT ARE YOUR 3 MAIN RESPONSIBILITIES?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



Together for Better Care  
Achieving Through Partnership



23

---

---

---

---

---

---

---

---



Together for Better Care  
Achieving Through Partnership



24

---

---

---

---

---

---

---

---

## WHO / WHAT INTERRUPTS YOU ?

### **YOURSELF**

- ~ Get rid of your piles
- ~ Do one thing at a time
- ~ Manage your own time

### **EQUIPMENT**

- ~ Turn off e-mail alert
- ~ Turn telephone volume down

### **OTHERS**

- ~ Ensure they do their homework
- ~ Set-up 1-on-1 meetings
- ~ Set-up follow-up files



Together for Better Care  
Advancing Through eLearning



---

---

---

---

---

---

---

---

## ORGANIZATION TIPS

### **1. GROUP SIMILAR THINGS TOGETHER**

### **2. PUT VERTICALLY**

### **3. LABEL EVERYTHING**

- |                          |                     |
|--------------------------|---------------------|
| ~ Hanging & File Folders | ~ Discs, CDs & DVDs |
| ~ Sub-Folders            | ~ Drawers           |
| ~ Desk Top Files         | ~ Shelves           |
| ~ Electronic Mail Files  | ~ Trays             |
| ~ Binders                | ~ Samples           |
| ~ Videos & Cassettes     | ~ Promo Items ...   |



Together for Better Care  
Advancing Through eLearning



---

---

---

---

---

---

---

---

## SIMPLIFY YOUR LIFE

**Find a home for  
EVERYTHING !**



Together for Better Care  
Advancing Through eLearning



---

---

---

---

---

---

---

---

## COPING TIPS

- Do The Worst First Everyday !
- Handle Things Once !
- Reduce All Interruptions ! Do Unto Others ...
- Manage and Negotiate Your Own Time !
- Stop Multi-Tasking !
- Batch to The Max !
- Always Be On Time !
- Be Assertive !
- Plan and Put EVERYTHING in Your Calendar !
- Put a Price on Your « YES » !



Together for Better Care  
Schering-Plough



28

---

---

---

---

---

---

---

---

## A PROACTIVE WORKSPACE !



Together for Better Care  
Schering-Plough



29

---

---

---

---

---

---

---

---

# GET ORGANIZED NOW !



Together for Better Care  
Schering-Plough



30

---

---

---

---

---

---

---

---