



Everything in It's Place:
Getting Organized!

Presenter



Erin Skolte

Erin Skolte has a Master's Degree in Instructional Design and Performance Technology and functions in a multipurpose learning and development role. She manages projects and training requests on a global scale and prides herself on being known as “the planner” of her team. Every part of her day is planned ahead and meticulously laid out, from breakfast to meetings to grocery shopping.

Outside of work, Erin assists with the management of a team of 70 volunteers and is currently planning her wedding—with the help of lots of spreadsheets. In addition to being organized, which she considers a hobby all its own, Erin is an avid traveler and has visited 19 countries, her favorite being Thailand. When she's at home, Erin loves drinking coffee and cuddling with her cats.

Learning Objectives

- Discuss the characteristics of the four types of “clutter keepers”
- Identify various roadblocks to organization
- Provide tips and techniques to make getting organized an easier task

Statistics

- Getting rid of excess clutter would eliminate 40% of the housework in an average home

National Soap and Detergent Association

- 1 in 11 American households rents a self-storage space, spending over \$1,000 a year in rent

Self-Storage Association

- 80% of the clutter in most homes is a result of disorganization, not lack of space

National Soap and Detergent Association

Source: Federal Occupational Health (2017).

Survey

In which area(s) do you struggle with organization?

- A. Home
- B. Work
- C. Both home and work

What Is Your Style?



- How organized are you?
- How “bad” is it?
- Styles of “Clutter Keepers”
 1. The Collector
 2. The Accumulator
 3. The Concealer
 4. The Tossler

The Collector

- Collectors find that they have many “collections”
- Ask yourself:
 - Why am I collecting this?
 - Will this become valuable?
 - If it does become valuable, do I have any intention of selling it?
 - Do my kids show any interest in having this collection someday?



The Accumulator

- Described as a “pack rat”
- Feels that items have real value
- Continues to bring in more and more
- Finds it impossible to get rid of anything



The Concealer

- Described as the “organized pack rat”
- Others may not realize the amount of “stuff” that concealers have
- Concealers often deny clutter problems because they are so organized



The Tossers

- Tossers consider everything to be clutter
- Tossers attach no sentimentality to items



Survey

What is the hardest thing about getting organized?

- A. There is so much! I don't know where to start.
- B. I don't have enough time.
- C. I don't know what goes where.
- D. I don't have the money to get organized.

Six Roadblocks to Successful Organization

You are unsure of where or how to get started

You feel like you won't be able to get it done

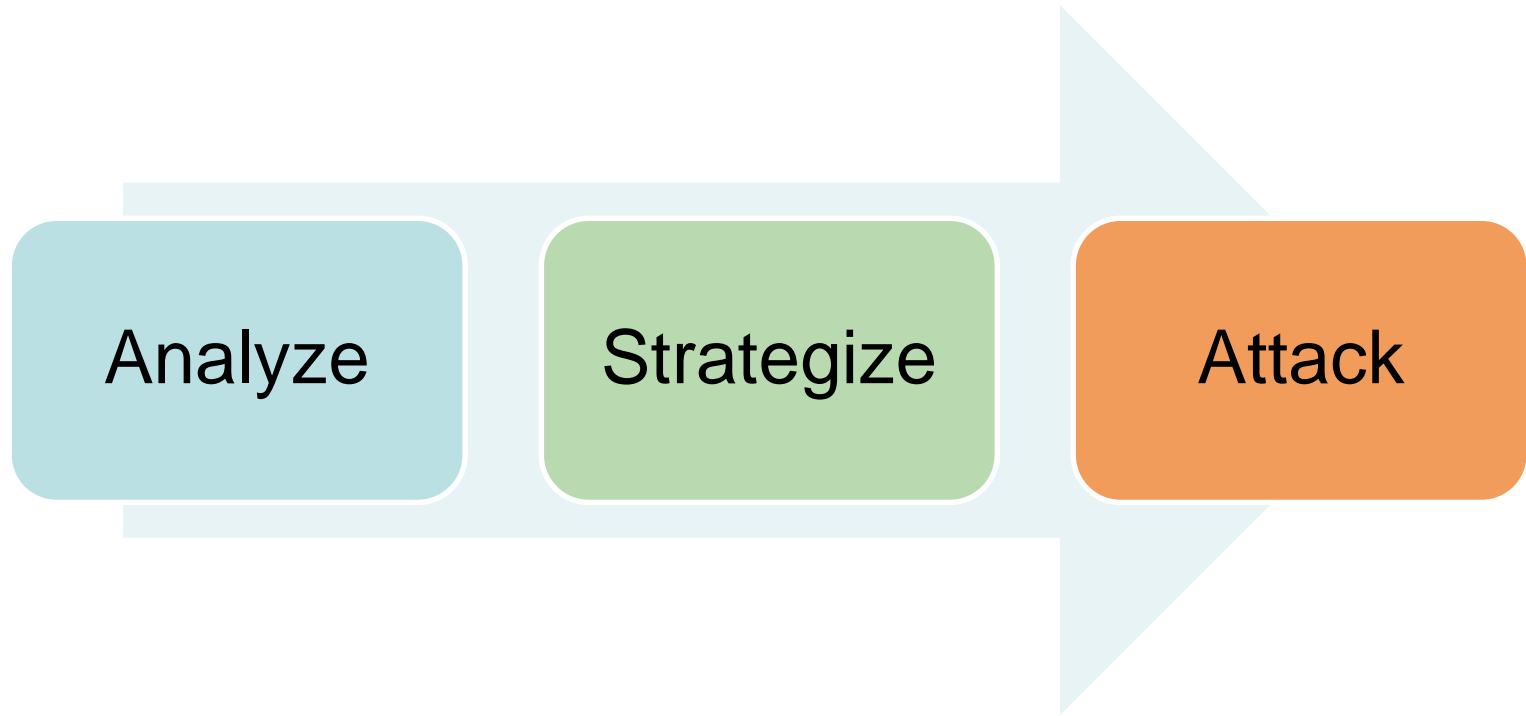
You feel like you don't have enough time

You are unsure of how to organize items

You have limited finances

You think that organization is boring

Where Do You Start?



Where Do You Start?



- Short term
- Long term
- SMART

Let's Get Organized!



1. To-do lists and planners are vital for organization
2. Refer back to your planner each night
3. When in a meeting or important conversation, take notes

Winning the Paper War at Your Home

- Use the “A-B-C” system for incoming mail
- Create, adopt, or purchase a system that works for you
- Keep vital information
- Let others know your system



Winning the Paper War at Your Workspace

- Throw away garbage right away
- Organize trays for level of urgency
- Create files for records that must be kept
- Transfer paper items into electronic formats



Organizing At Home

- Utilize your entryway
- Keep a master calendar
- Store it where you use it
- Check medicine and food expiration dates
- Make sure there is a place for everything



Organization Tools

1. Calendars
2. To do/task lists
3. Reminders
4. Auto-routing and color coding in e-mail
5. Folders



More Organization Tools and Apps

1. Bill-pay apps and reminders
2. Dropbox or Google drive for managing files
3. Helpful apps:
 - Asana
 - Evernote
 - Inbox Pause
 - Keeper
 - Pocket
 - Remember The Milk
 - Unroll.me



Miscellaneous Tips

- Remove everything first before you decide what stays and what goes
- Try these solutions:
 - Instead of keeping everything, take photos of the items
 - Ask yourself if you will love the person less if you don't keep the gift
 - Think of those who could use the things you are only storing
 - Get rid of “duplicates”
- Set up a meaningful reward system:
 - Keep your goals visible so you can physically check them off
 - Take “before and after” photos
 - Make a list of the actual things you would like to do when various goals are accomplished

Staying Organized

- Do a 10-minute daily pickup
- Take advantage of “the night before”
- Map it out
- Adopt an “Add 1 – Remove 1” philosophy
- Keep a donation box close by
- Use technology to help you



Action Plan

What is your first step?



For More Assistance

Contact your Employee Assistance Program

Thank You

Questions?

Works Cited

- Andrews Kurth Women's Initiative Team. (2008, March). *Setting priorities and maximizing productivity*. Retrieved December 26, 2017, from http://www.andrewskurth.com/media/straightline/1556_Straightline_Iss_3.pdf
- Baird, L. (Ed.). (2002). *Cut the clutter and stow the stuff: The Q.U.I.C.K. way to bring lasting order to household chaos*. Emmaus, PA: Rodale.
- Federal Occupational Health (FOH). (n.d.). *Getting organized* [PPT]. Retrieved October 10, 2017, from http://www.wfm.noaa.gov/workplace/GettingOrganized_Overview.pdf
- Freeman, D. (Reviewed 2010, September 21). *10 Ways to cut clutter in your home*. Retrieved December 12, 2017, from <https://www.webmd.com/women/features/10-ways-to-cut-clutter-in-your-home#1>
- GetSetOrganize.com. (2014, December 14). *How to get organized: Six roadblocks to getting started*. Retrieved December 26, 2017, from <http://getsetorganize.com/how-to-get-organized-roadblocks-start-organizing>
- Greenthal, S. (2014, December 29). *10 Incredibly smart ideas to get your life organized in 2015*. Retrieved December 12, 2017, from https://www.huffingtonpost.com/sharon-greenthal/how-to-get-organized_b_6382634.html
- Hamm, T. (Updated 2007, August 19). *Review: Organizing from the inside out*. Retrieved December 26, 2017, from <http://www.thesimpledollar.com/2007/08/19/review-organizing-from-the-inside-out>

Works Cited

Hoagland, T., and Ray, P. (2010, October 31). *10 clutter personality types*. Retrieved February 26, 2016, from <http://minimalistpackrat.com/2010/10/31/10-clutter-personality-types>

Lawrence, C. (n.d.). *How to teach kids organization skills*. Retrieved February 26, 2016, from http://www.ehow.com/how_2168163_teach-kids-organization-skills.html

Morgenstern, J. (2004). *Organizing from the inside out: The foolproof system for organizing your home, your office and your life*. (2004). New York: Holt Paperbacks.

Sheahan, K. (Updated 2017, July 25). *Why organization skills are important*. Retrieved December 26, 2017, from <https://careertrend.com/facts-6760472-organization-skills-important.html>

WikiHow. (n.d.). *How to improve organizational skills*. Retrieved December 26, 2017, from <http://www.wikihow.com/Improve-Organizational-Skills>

Winston, S. (2001). *The organized executive: The classic program for productivity—New ways to manage time, paper, people, and the digital office*. New York: Business Plus.