

# Get Organized & Stop Procrastinating

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## Overview:

Whether the problem is closet chaos or desktop disorder, juggling appointments or balancing a budget, missing receipts or missing deadlines, it is necessary to put more order in your life. You can manage with simple and sensible routines to get back in control that will instantly convert the chronically disorganized.

## Learn:

In this training program, participants will learn how to save time and space, handle paperwork, keep financial records, file efficiently, use a calendar, pay bills, and maintain order at home and at work. With an organized lifestyle, you can accomplish tasks and meet objectives quickly and more effectively.

## Objectives:

- ❖ Recognize signs of chronic disorganization.
- ❖ Clarify and prioritize goals and objectives.
- ❖ Understand how to clear your desk of clutter and create a filing system that works.
- ❖ Master the art of creating and utilizing daily to do lists.
- ❖ Become able to minimize unnecessary interruptions by charting the frequency of them.
- ❖ Learn how to handle crises when they occur.
- ❖ Determine why and where you procrastinate.
- ❖ Translate what you learn into action.

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# Outline:

## **Get Objectives And Priorities In Order**

- A. Clarify Objectives -- Specific, Measurable, And Clearly Written
- B. Prioritize Each Objective
  - 1. Distinguish between important and urgent
  - 2. Establish short-term and long term goals
  - 3. Setting professional and personal goals

## **Filing -- Clear Off That Desk!**

- A. Keep Your Desktop Cleared For Action -- Get Rid Of Clutter
  - 1. Handle each piece of paper only once
  - 2. How to never leave the office with unfinished piles on your desk
  - 3. The art of wastepaper basketry
  - 4. Get an "in" basket where you can track memos, letters, files, and more
- B. Create An Effective Workable Filing System
  - 1. How to conquer your fear of filing (keep things from disappearing)
  - 2. Action files -- files you will use everyday
    - a. label according to importance and time frame
    - b. create back ups for action files -- reference and research material
  - 3. Learn to file bills, receipts, and financial records accurately
    - a. pay bills on time and balancing your budget
  - 4. Keep your files -- accurate, accessible, current, and streamlined

## **Practical Tips For Becoming More Organized**

- A. Make A To-Do List Everyday With Objectives And Priorities
  - 1. The Dot Chart -- measuring and assessing problems
- B. Control That Telephone
  - 1. Using your assistant to "screen" and "look up answers" for your calls
  - 2. Learn to do multi-tasking on low priorities; routine tasks while on the phone
  - 3. Bringing calls to a prompt close
- C. Interruptions -- Drop-In Visitors -- How To Just Say "NO"
  - 1. Keep interruptions short and solving almost half your problems
  - 2. Planning work time more efficiently
- D. Learn To Read Smarter, Faster, While Retaining More
  - 1. Get off those mailing and circulation lists
  - 2. Scanning material for relevant information
- E. Use A Calendar Or Notebook To Record Daily Activities, Feats, Time Wasted
- F. Meetings -- When And How To Conduct Useful, Productive Sessions
- G. The Importance Of A Tape Recorder Or Dictating Machine
- H. Crises And Firefighting -- Develop A System To Monitor And Reduce Crisis

## **Overcome Procrastination**

- A. Determine Why And When You Procrastinate
- B. Understand Fear And Decision-making
  - 1. Improve decision-making procedures and fact finding methods
- C. Learn To Schedule And Accomplish Undesirable Tasks -- Get It Over With

## **Action Plans And Summary**