McCombs Career Webinar

Thursday, January 21, 2016
Clutter is not just the stuff on your floor – it’s anything that stands between you and the life you want to be living.

–Peter Walsh
YOUR DESK
Typical Decluttering Questions

1. How do I want to use this space, and what is keeping me from doing that now?

2. What do I want this space to look like?

3. What do I want/need to access and store in this space?

4. What is in here that I don’t need to access or store?

5. Why am I keeping this stuff? Do I love it, need it, or plan to use it?

6. Will someone else keep/store this or can I find it online later, if necessary?
DECLUTTERING YOUR DESK

1. CLEAR DESK

2. CLEAN DESK

3. SORT AND IDENTIFY CONTENTS
   - Action items
   - Items to read – no rush
   - Items related to a pending task or upcoming project
   - Stuff to file
   - Junk
   - Reminders & sticky notes
   - Materials from old meetings
   - Supplies
   - What else?
DECLUTTERING YOUR DESK

4. TOSS, SHRED, RECYCLE OR REDISTRIBUTE
5. CREATE RULES & PROCESSES
   • Incoming mail
   • Outgoing material
   • Items to file, read, etc.
   • Action items
6. REFILL DESK WITH PURPOSE
7. EDUCATE ALL INVOLVED IN NEW RULES & PROCESSES
8. FOLLOW YOUR OWN RULES
TIPS TO AVOID COMMON CLUTTER

TRANSFER POST-IT NOTES AND OTHER REMINDERS TO A MASTER TO-DO LIST OR A NOTEBOOK EACH DAY

DESIGNATE A CENTRAL LOCATION FOR MANUALS, AGENDAS AND MEETING MATERIALS

SCHEDULE TIME FOR YOUR ACTION ITEMS, SET YOUR TIMER & PUT MATERIALS AWAY WHEN FINISHED
TEAM DECLUTTERING
QUESTIONS

1. On a scale of 1 to 10, how effective is this team?

2. What does a 10 look like?

3. What needs to happen to fill the gap?

4. What is this team doing that they don’t need to do?

5. Is each team member productive and providing value?

6. Are roles, goals and tasks in alignment?
LESS OBVIOUS

TEAM CLUTTER

THE BAD APPLE
THE PERSON WHO
DEFAULTS TO A
NEGATIVE REACTION
OR PLACE; USUALLY
PLACES BLAME AND
RARELY ACCEPTS
RESPONSIBILITY

THE ANCHOR
THE PERSON WHO
KEEPS YOUR TEAM
FROM MOVING
WITH THE NATURAL
CURRENT OF
CHANGE

BUSY BEE WORK
UNPRODUCTIVE
MEETINGS; RARELY
READ REPORTS;
OUTDATED,
INNEFICIENT TASKS
1. How do I want to use my time, and what is keeping me from doing that now?

2. What is consistently being overlooked?

3. Am I actually scheduling my priorities?

4. Am I honoring my schedule?

5. What can I let go by the wayside?

6. If not now, when?

-Oprah
TIPS TO AVOID

CALENDAR CLUTTER

1. PLAN WEEKLY AND DAILY
2. SCHEDULE YOUR PRIORITIES
3. CREATE A MASTER TO-DO LIST
   USE IT WHEN PLANNING & SCHEDULING ACTION ITEMS WEEKLY AND DAILY
4. LEAVE WHITE SPACE ON YOUR CALENDAR
   RESCHEDULE WHEN NECESSARY
5. HONOR YOUR SCHEDULE
Organizing is what you do before you do something, so that when you do it, it is not all mixed up.

-A.A. Milne
Take Control. Simplify. Make it Happen.

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