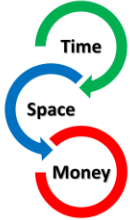# "Creating Order Out of Chaos"
Strategies for Organizing Your Work

Purpose. Managing your information more effectively will help you to increase your productivity, gain space in your environment, manage your time, create energy and save you and your company money. Today you will learn practical ideas to streamline and simplify your work environment.

The goal: transformation!

Problem. There's just too much information. As a result, disorganization and chaos have infiltrated our offices and our lives. We hold onto stuff, lose time hunting for files, get easily distracted, succumb to interruptions, fail to finish tasks and have paperwork everywhere. There is clutter in our offices, in our file cabinets, in our computers – and in our thinking.

> **Consequently: We go through our work to get to our work!**
>
> Eliminating clutter stimulates faster decision making
> and breakthrough thinking.

Organization is not tidying, neatening, cleaning, rearranging, hiding, or piling. And, according to one of my clients, it's not natural! But, organization is a skill that you can learn. You can develop simple strategies to bring order to your environment and your thinking where simplicity becomes a way of life.

Changing our thinking. To reap the benefits of organization and to begin the process of de-cluttering, our minds need to be adjusted; we must change the basis of our thinking and our concepts of how we get organized.

> **"I don't have time to organize…"**   ➡   **"I organize to have time!"**

The Cost of Clutter

If someone grosses		$100,000/year
They are worth	**$**	$1.00/minute
If they lose		30 minutes/day
Their lost productivity is		$7,300/year

Organization is Stewardship

Taking care
of what you own
to extend its usefulness.

1. Method

1. Remove all items from the area
2. Sort all items by type
3. Eliminate unneeded items
4. Contain the items that are left
5. Assign the container a place

The 5Ms

5 Maintain   1 Method
4 Map   2 Maxim
3 Means

Using the **5Ms**
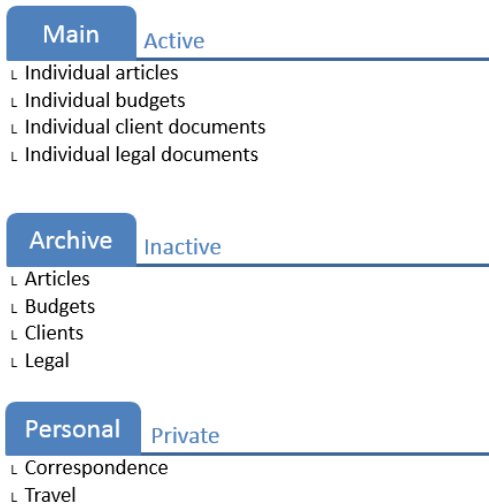you can organize
just about everything!

2. Maxim

Genuine organization is assigning a place
for everything, using containers that
hold only one type of item.

3. Means

Using the correct container is the key to long-term, successful organization.

4. MAP

Main Active
└ Individual articles
└ Individual budgets
└ Individual client documents
└ Individual legal documents

Archive Inactive
└ Articles
└ Budgets
└ Clients
└ Legal

Personal Private
└ Correspondence
└ Travel

The FileMAP® System

The names of your folder categories
in your Archive drawer
should mirror your work processes.

Work process examples:

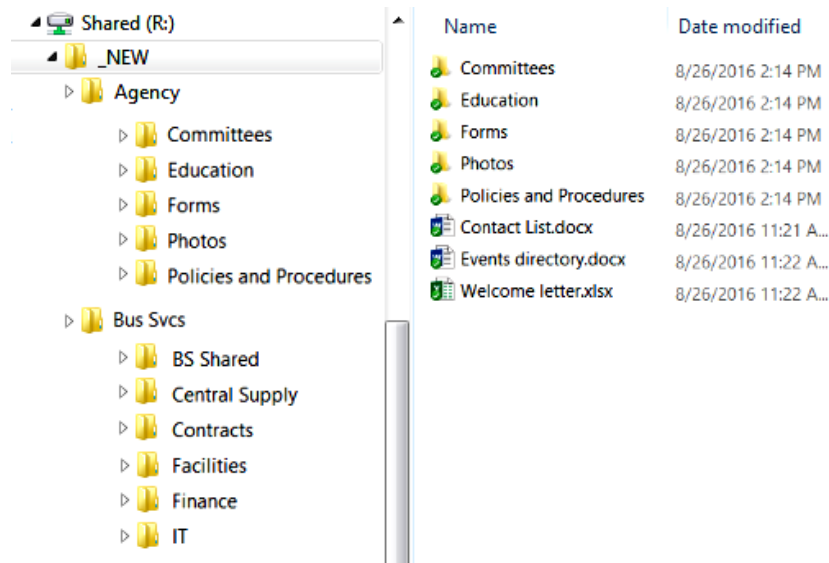|	
Benefits	Clients
Recruiting	Marketing
Compensation	Sales
Safety	Audits
Production	Budgets
Quality	Financials

FileMAP® in Explorer

In this network example, _NEW is the Main folder

Digital folders are flexible to allow nested folders and files.

Name	Date modified
▲ 🖥 Shared (R:)	
▲ 📁 _NEW	
▷ 📁 Agency	Committees — 8/26/2016 2:14 PM
▷ 📁 Committees	Education — 8/26/2016 2:14 PM
▷ 📁 Education	Forms — 8/26/2016 2:14 PM
▷ 📁 Forms	Photos — 8/26/2016 2:14 PM
▷ 📁 Photos	Policies and Procedures — 8/26/2016 2:14 PM
▷ 📁 Policies and Procedures	Contact List.docx — 8/26/2016 11:21 A...
▷ 📁 Bus Svcs	Events directory.docx — 8/26/2016 11:22 A...
▷ 📁 BS Shared	Welcome letter.xlsx — 8/26/2016 11:22 A...
▷ 📁 Central Supply	
▷ 📁 Contracts	
▷ 📁 Facilities	
▷ 📁 Finance	
▷ 📁 IT	

FileMAP® Categories for Your Files

The list below is a conglomerate of job functions or work processes that you might be responsible for. These define your filing categories for both paper files, computer files and emails.

Accounts Payable	Job Descriptions	Scheduling
Accounts Receivable	Legal	Surveys
Budget	Lists	Templates
Business Development	Marketing	Timesheets
Clients	Meetings	Training
Compensation	Minutes	Travel
Contacts	Miscellaneous	Vendors
Contracts	Operations	
Correspondence	Payroll	
Deliverables	Performance Evaluations	
Employees	Personnel	
Equipment List	Policies/Procedures	
Events	Presentations	
Facilities	Projects	
Forms	Proposals	
Invoices	Purchase Orders	

Please list on the chart below in column 1 what you do (your job function/ work processes). These are your file categories. Then check in columns 2 and 3 if they are also computer file categories and/or email categories. Then take a few minutes and add any other categories in columns 2 and 3 that are not in the column 1.

1. Paper Files	2. Computer Files	3. Emails

The 3D Process for Handling Paperwork

3D	3D Expanded

Other methods of organizing paperwork: pockets and racks

Your in-Box is not your Do Now box. When a piece of paper arrives in your office, it goes into your In-Box. When you pick up that paper, you sort it into and work from your stackables, pockets or racks, not your In-Box.

5. Maintain

A man of understanding and knowledge maintains order.

Proverbs 28:2

The Formula for Staying Organized

- ✓ For every hour you work, spend one minute for maintenance
- ✓ End of day:
    - o clean-up and wrap-up
    - o plan for the next day
- ✓ Take four days a year for departmental maintenance

In Summary

Remember:

You will never have time to organize

You organize to have time!

Contact Sue for:

Presentations for professional groups
Workshops for businesses
Seminars for church staff and women's ministries