

Time, Resource & Space Management for Busy Administrative Professionals

A Practical, Interactive 90-Minute
Audio Conference for Administrative Assistants,
Secretaries and Other Office Support Staff

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**The Office
Professional**

Tips for Reducing Office Clutter

For accumulated paper clutter

- Schedule a time on your calendar to start dealing with accumulated stuff.
- Pick one small area to start with and give yourself a time reasonable limit.
- Accept help or hire it.
- Don't spend much time deciding on any particular thing. Work swiftly.
- Divide into categories, for example: administrative, clients, finances, marketing materials, etc.
- Be ruthless! If you haven't read it yet, will you really, really read it before the next issue or flyer comes in?
- Throw away trash immediately.

For mail and paper as they come in

- Go through mail at the same time each day, every day.
- Stand next to your recycling container as you sort.
- Sort mail and delegate as much as possible. Use a tickler or reminder system for pending items.
- Spend two minutes at the end of the day filing papers into their proper locations.

And in the future...

- Use care when subscribing to a periodical. Do you really need it and will you really read it?
- Make it a habit to go through accumulated pending items every single week.

Cost/Payoff Page



COST



PAYOFF

Busy Admin Professional Notes

The Culture of Stuff, and self-forgiveness

How we got into this mess

1.

2.

3.

4.

5.

6.

Busy Admin Professional Notes

Good news: being organized is just a few simple habits. (That old cliché)

Simple tips

S.P.A.C.E.

Prime real estate

10 minutes to save an hour

One thing in, one thing out

Breaking down projects into bites, and scheduling short blocks of time

Over-scheduling

Simplifying (part 1)

Saying No: volunteering, obligations, doing favors, television, telephone calls, kids' activities, chores, email, perfectionism.
Pick 2 areas and create limits/boundaries:

- 1.
- 2.

Letting Go: ideas of who we "should" be, chores, possessions, positions we hold that no longer serve who we want to be.
List 2 items:

- 1.
- 2.

Streamlining tasks: 80/20 Rule
Pick 2 tasks to streamline:

- 1.
- 2.

Simplifying (part 2)

Delegating: Wherever and whatever you can to whoever will do a decent enough job. Do not focus on perfection.
Pick 2 tasks to delegate:

- 1.
- 2.

Automate: Any task, process, report, or function that might have a technological solution.
Find 1 or 2 tasks to consider/transition:

- 1.
- 2.

Procrastinate: 2 sides - what is behind it? What might be the beauty in it? On the other hand - what might it be costing you?
List two instances of productive procrastination:

- 1.
- 2.

Time, Paper, and Resource Management For Busy Admin Professionals

Five Year plan

One Year Plan

Six Month Plan

One Month Plan

This Week

Today

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*It's crucial that we learn to distinguish "important" from "urgent". In *The Seven Habits of Highly Effective People*, Stephen R. Covey relates, "Importance...has to do with results. If something is important, it contributes to your mission, your values, your high priority goals. Urgent matters are usually visible. They press on us; they insist on action. They're often popular with others. They're usually right in front of us. And often they are pleasant, easy, or fun to do. But so often they are unimportant!"*

Assign a number from 10 (highest) to 1 (lowest) to each item, first by importance, and then by urgency. Total the two numbers and then focus on doing those tasks that have the highest totals. Once you've completed this, schedule each item for a particular date and time. You'll be much more likely to do them if they're on your calendar.

Prioritizing Your To-Do List

Item	Importance	Urgency	Total
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
6.	_____		

Prioritizing Your To-Do List

Item	Importance	Urgency	Total
7.			
8.			
9.			
10.			
11.			
12.			

Understanding Importance and Urgency

Urgent and Important (I)

ACTIVITIES:

Crises
Pressing Problems
Deadline-driven projects

Not Urgent but Important (II)

ACTIVITIES:

Prevention, Principle centered activities
Relationship Building
Recognizing new opportunities
Planning, recreation

Urgent and not Important (III)

ACTIVITIES:

Interruptions, some calls
Some mail, some reports
Some meetings
Proximate, pressing matters
Popular activities

Not Urgent and Not Important (IV)

ACTIVITIES:

Trivia, busy work
Some mail
Some phone calls
Time wasters
Pleasant activities

Keep in Mind That:

- *You'll get there if you keep your long-term goals in mind, and act accordingly.*
- *Not everything on your to-do list is urgent and important.*
- You should accept help from others so that you can accomplish your goals.
- If you get 6 things from your list done in one day, you're accomplishing a lot.
- There is only so much you can accomplish in one day, and it's usually less than you aim for.
- If your system isn't working, figure out why, fix it, and try again.
- You need to look at tomorrow's schedule today.
- You need to look at *today's* schedule today!
- If you do it now, you won't have it hanging over your head later. It is likely that Superwoman (or Superman) gets more sleep than you do.
- Believing that you will *never* be organized is a self-fulfilling prophecy.
- Believing that you can be organized is *also* a self-fulfilling prophecy.
- Remaining in "victim" mode will always prevent you from living your dreams.
- Just because today seems a mess, it doesn't mean that tomorrow can't be productive.
- The idea is that *most* days are well planned and acted upon.

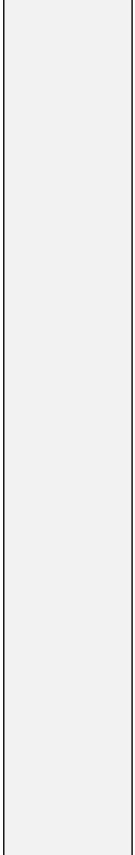
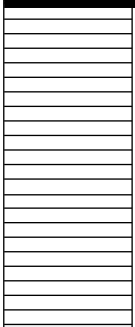
More about Productive vs. Destructive Procrastination

What is productive procrastination?

What is destructive procrastination?

What distinguishes productive from destructive?

Notes on Dissolving Overwhelm Exercise:



De-Stressing Techniques

List your favorites:

Pick 2 new ones you'll try: