



# Getting It All Done

**“How to find your paperwork in 30 seconds or less”**

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*“If you can't find it in 30 seconds, it's in the wrong place”*

# What's In It For You?



*“If you can’t find it in 30 seconds,  
it’s in the wrong place”*

- You’ll finally have **more time** to **focus** on the things that really need your attention
- Learning to make **better decisions**
- **Eliminating**, rather than tolerating, *things you just can’t seem to get to* **or** would prefer to have someone else handle
- **Developing** systems tailored to the way you think and work
- **Learning** how to solve your problems as projects occur
- Increasing **productivity**
- Making **more** money in less time

# “People Don’t Fail--They Just Fail to Plan”

- **PLAN™** up to 50% of your day and leave 50% for everything else.
- Write it down - **RIDE™**
- Schedule time for everything
- Allow for interruptions
- Use a timer

# PLAN Your Day

- **PLAN™** - Planning Let's you Act Now
- **RIDE™** - wRite It Down Everyday
- What kind of day planner
  - Plenty of room for all the day's activities, as well as a month at-a-glance pages. Displays one month per 2-page spread with large,
  - ruled daily squares .
- Keep your planner open
- **Monthly Calendar**
  - Transfer monthly items to the wipe off board for each week's activities (good visual reminder). Remember, things come up daily and should be added onto the weekly wipe off board.



# Managing Your Time

## “Activities Management”

### 🌐 **Biggest mistakes**

- Not knowing how long a job will take
- Not establishing a schedule
- No such thing as “spare time”—schedule time

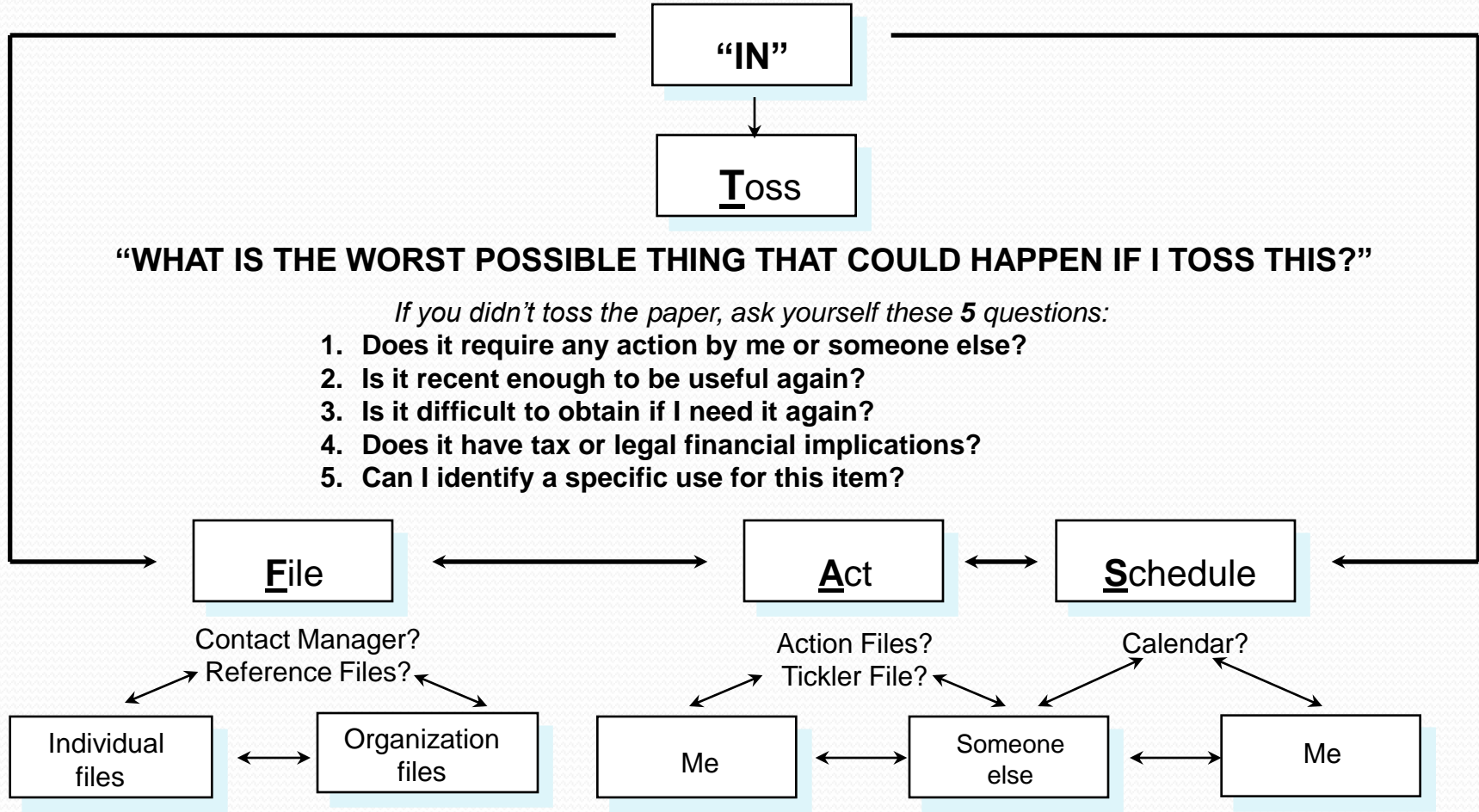
### 🌐 **Use an Activity Log**

- Helps to show you where you're spending your time



# Information Management “Flowchart”

The **FAST** System (**F**ile it, **A**ct on it, **S**chedule it, **T**oss it)  
 Ask yourself “What is the next ACTION?”



**Remember: Clutter is just postponed decisions**

# Using the Right Tools



Oxford DecoFlex Desktop  
storage unit



Smead Desk File Sorter

A-Z, 1-31



Wilson-Jones Daily Desk File & Sorter A-Z  
or 1-31, Multicolor Mylar® coated tabs



# Kindergarten Model of Organization

- Room is **divided** into activity zones.
- It's easy to **focus** on one activity at a time.
- Items are **stored** at their point of use.
- It's **fun** putting things away—everything has a home.
- Keep **visuals** of everything that's important to make your area comfortable and efficient.





# 7 Secrets of Getting Organized

1. ASAP – Analyze, Strategize, Attack, Purge
2. FAST – File, Act, Schedule, Toss (or delegate)
3. PLAN<sup>TM</sup> – Planning Let's you Act Now
4. RIDE<sup>TM</sup> – wRight It Down Everyday
5. Filing/follow-up system
6. Using the right organizing products
7. Organizing your computer files with your paper files for easy retrieval

*Making it fun until it's done, so the only thing you have to lose is your “clutter.”*

# We Have a Successful Lift Off!

- Set up a **“launch pad”** to keep track of **daily** and **weekly tasks**
  - A **designated area** to place material for that days’ or weeks’ events
- Make sure you have a **clean desk at the end of the day**



# Bring Order to Your Life





# Thank You

“Motivation is what gets you started.  
Habit is what keeps you going.”

-- Jim Ryan, former Governor of Illinois



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