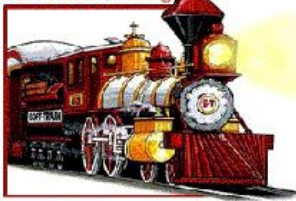


Soft-Train



*At Soft-Train
Technology Works*

How to be Organized in Spite of Yourself: Time and Space Management (1 Day)

COURSE GOAL: Organizing working with your own personal style.

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

- Understanding which styles are working against you.
- How to discover solutions to help overcome the problems that have been keeping you from attaining your organizing goals
- Get quick fix solutions that might help in the short term

KEY TOPICS:

I. It's Your Personal Style That Counts:

A. I really need to be organized –but I like to do things my way.

II. How Will technology Work with Your Style:

A. I'm a "technologies" at heart and technology fascinates me, but it only works for me in moderation

III. Take Charge of Your Time:

A. Where are my hours and days going?

IV. Hopper:

A. I jump from task to task and often don't complete what I start.

V. Perfectionist Plus:

A. I never seem to have time to do all the things I want to do as well as I believe they should be done.

VI. Allergic to Detail:

A. I'm impatient with project follow-through because I just can't be bothered with all the little details.

VII. Fence Sitter:

A. When faced with a number of choices I have trouble making up my mind.

VIII. Cliff Hanger

A. I usually wait until the last minute to start work.

IX. Put Your Space In Order

A. How can I keep from losing things?

X. Everything Out

A. I prefer to have everything out where I can see it all.

XI. Nothing Out

A. I like to keep my desk perfectly clear, but I still don't feel organized.

XII. Right Angler

A. My office looks very neat, but I can never find anything when I need it.

XIII. Pack Rat

A. I hate to get rid of anything that might come in handy someday.

XIV. Total Slob

A. I can't be bothered with straightening up.

XV. If Two Different Styles Collide.

A. I'm comfortable doing things my way, and it irritates me when other people want to do them differently.

XVI. Special Situations – When You Can't Go with Your Style

A. I was doing fine, but then something happened.

XVII. Be Good to Yourself – Balancing Time-Space and Life Management.

A. My personal well being and sense of balance are as important as any of my projects and accomplishments.