

Soft-Train



*At Soft-Train
Technology Works*

Getting Organized: Improving Focus, Organization and Productivity (1 Day)

COURSE GOAL: To provide the student with the necessary tools to improve their focus, organization and productivity.

PREREQUISITES: None

LEARNING OBJECTIVES:

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

- Understand the importance of being organized
- Recognize the signs of non organization and how to fix them
- Understand the importance of decision making and how to achieve sound decisions

KEY TOPICS:

I. Introduction – What, So What, Now What

- A. Why Can't I Get Organized?
- B. Simplicity
- C. Physical Activity Always Follows Mental Activity
- D. Get Your Habits Right and Defeat the Beast
- E. The Monkey Trap
- F. A Few Thoughts on Gadget-based Solutions
- G. Right Now...!

II. Signs that point to Lack of Organization and How to Fix Them

- A. "To Do or Not To Do?"...That is the Question
- B. The 80/20 Rule
- C. The Best Reason to Get Organized
- D. Having a Define Purpose
- E. Workaholic Behavior
- F. Multitasking
- G. Clutter is Contagious
- H. The Proper Order of Events
- I. Gathering Incoming Items

III. Decisions – The Five Decisions

- A. The Five Decisions – Discard
- B. The Five Decisions – Delegate
- C. The Five Decisions – Take Immediate Action
- D. The Five Decisions – File for Follow-up
- E. The Five Decisions – Put in a Reference File

IV. Organized Filing

A. Control Point Drawer

B. Files – Labeled “1” to
“31”

C. Files – Labeled “January”
to “December”

D. Files – Follow-up Forms

E. Files – People

F. Files – Meetings

G. Files – Casual Readings

H. Files – Waiting for
Responses

I. Other Files That Help
You Follow Up