Ending the Office Clutter:
*Key Strategies and Techniques
for Getting Your
Desk, Workstation,
and/or Office Back
Under Control*

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Part I: Information Overload

e-Documents

E-mails

Faxes

Voice Mail

Documents

"Snail" Mail

Office Clutter

IMs

Electronic Clutter

Articles to Read

Interruptions

2

The Harsh REALITY

___ HOURS
(and it's not just e-mail!)

3

Three Key Reasons

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- TOO BUSY!
- Filing isn't "Easy"
- Letting the little stuff "stack"

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Cost of Interruptions to American Business:

$650 **Billion**/Year

Average Time Lost
Per Interruption:

4-15 Minutes

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Highlights of the System

- Current Projects become Project Folders
- Boxes – Process, Out Box, Priority Box, To Review
- Tickler File System

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More on the Tickler File

- 12 Hanging File Folders – Each Month
- 31 Manila Folders – Each Day of Month
- A Great "Reminder" Tool
  - Birthdays, Anniversaries, Bills, Travel Info
  - Meetings
  - Waiting Ons (People to Bug!)
  - Task/Project Start Date Reminders
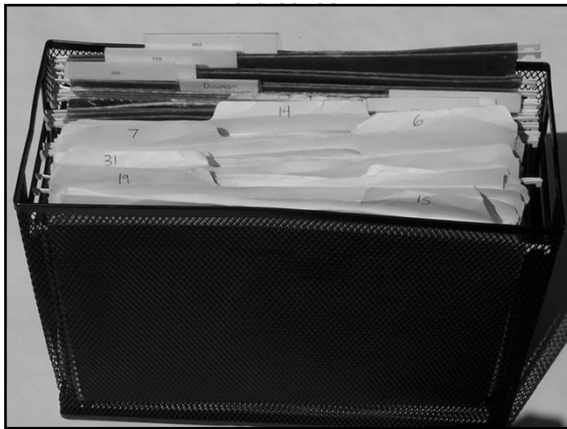 - Articles/Items to Review Later

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Highlights of the System

- Current Projects become Project Folders
- Boxes – Process, Out Box, Priority Box, To Review
- Tickler File System
- Email Set up – Project Folders and People
- Hard Drive/Cloud Drive Setup – Same
- New ideas: cloud drive, wifi printer/scanner, paperless/near paperless office, integration w/ smart phones & tablets

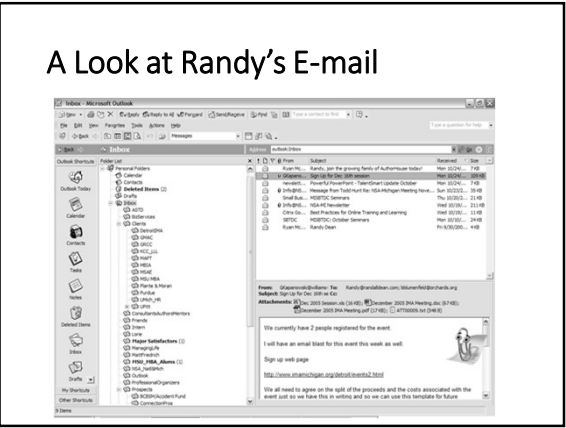- *Key Point:* **Files and Folders should be "natural" and specific to you and your position**

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A Look at Randy's E-mail

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A Look at Randy's Cloud Drive/Hard Drive

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What is OneDrive?

Your virtual hard drive, but so much more …
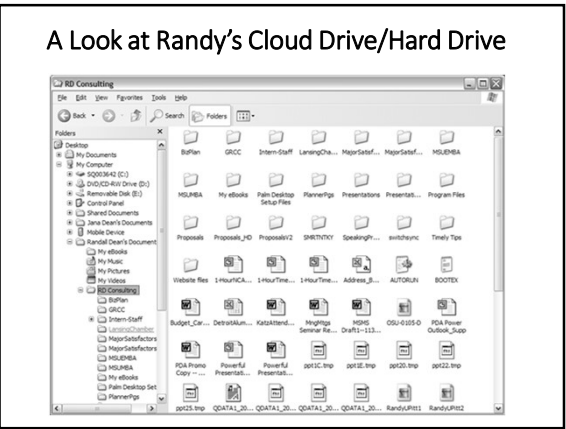
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Basic Set Up

- Recommend you download app on phone first – easy!
- Connect to your 365 (Now Microsoft 365) account/e-mail address
- Now can access all existing file in your OneDrive

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Basic Set Up

- Then, click on your 365 icon in Windows/Task bar
- And open OneDrive in 365

Good afternoon

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Basic Set Up

Good afternoon

- Note that by default on your primary PC, it launches the Windows Explorer file cabinet
- *"Windows E" keystroke*

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Basic Set Up:
Link Documents/Files

Drag & Drop files/docs/folders or right-click & copy

- Recommend you spend some time backing up critical files, folders, and documents to OneDrive first – takes away risk
- Copy key files from PC hard drive to OneDrive if still prefer on hard drive (right click and drag to OneDrive icon)

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Basic Set Up:
New Doc, XS, or PPT?

Make sure to point to your OneDrive and not C: drive

- Do Save As and point to appropriate folder in OneDrive
- Turn on Autosave – PLEASE!
- Now available on all devices as long as have OneDrive app/access

May need to create your folder structure in advance or as you go.

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WARNING about Autosave …

Benefits far better than risk

- When using previous document/file as template for something new, do "Save as" right away
- Otherwise, your new work might "overwrite" your previous document
- Might be able to access using "Previous Versions" but not worth risk
- Still, autosave better than losing work!

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Now can open files on your phone, tablet, or any internet-connected PC

May need apps on phone, tablet or PC (Word, Excel, PPT)

Opens PDF files w/o needing Acrobat

Office apps part of 365

Can download each of these apps on phone/tablet

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onedrive.live.com

Your web gateway to your "stuff"

- Some people prefer using this vs. Windows Explorer as file cabinet

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onedrive.live.com

Check out the "365 Rubik"
(Upper left)

Click on the "Rubik" to have access to 365 tools

- Launch pad for web 365 tools and services
- (Google has a similar "Rubik")

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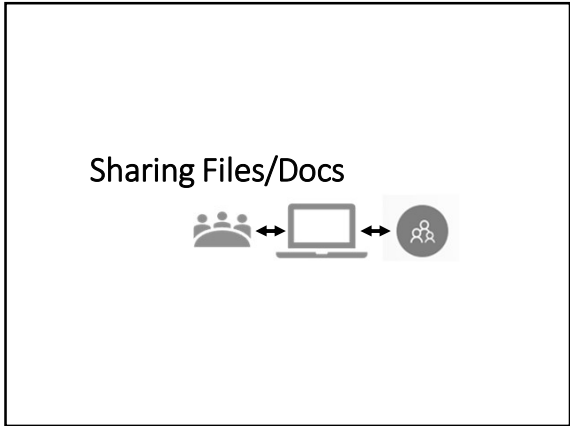Sharing Files/Docs

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Why is an Effective Filing Infrastructure Critical?

- **16 – 31%**
- **320 – 620 Hours**

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Randy's Productivity "Cockpit"
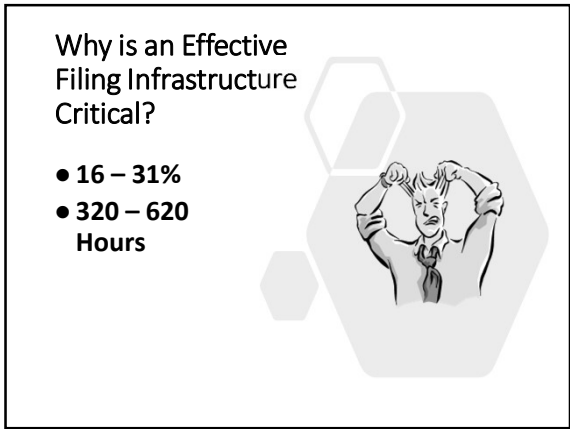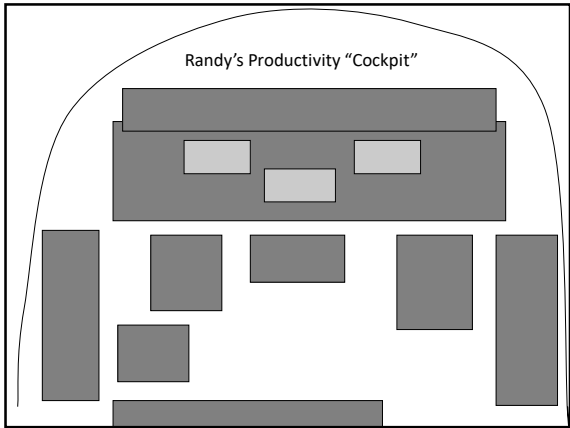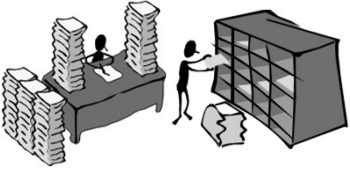
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The "De-Clutter" Process

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THE CLUTTER BUSTER!!!

The Three-Minute, One-Touch Rule

- Every piece of information *(paper, fax, e-mail, v-mail, etc.)* you get you should touch one time.
- If you can take care of this task (accomplish, reply, file, read, forward, delete, toss, etc.) *in three minutes or less,* DO IT RIGHT NOW!!!
- If not, drop into your Process box for prioritization
- Then, file appropriately into the Priority box or record in your task list to be accomplished in order of priority or urgency (you decide)

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Your Morning Routine

- Use Three-Minute Rule!!!
- Check Voice Mail — to notepad?
- Check E-mail — task or calendar?
- Check Tickler — into Process file
- Check Snail mail — into Process file
- "Process file" processing using 3-minute rule
- Re-prioritize Priority File EVERY day!
- Make Special Notice of really important/urgent items and get onto daily plan.
- Build daily plan and prioritize (always thinking most value-added!). Use circles or numbers on busy days.
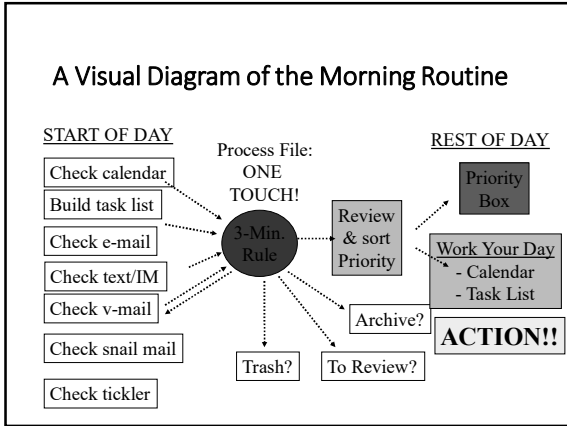
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A Visual Diagram of the Morning Routine

START OF DAY   Process File: REST OF DAY
ONE TOUCH!

Check calendar

Build task list

Check e-mail   3-Min. Rule   Review & sort Priority

Check text/IM

Check v-mail

Check snail mail

Check tickler

Priority Box

Work Your Day
- Calendar
- Task List

Archive?

ACTION!!

Trash?   To Review?

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Three Key Points

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1) "Rome wasn't built in a day!"

2) Have to get ruthlessly efficient at filing, trashing, and/or shredding

3) Doing it NOW is only option. "Stacking" for later doesn't work!

•*Fourth Point?* Who can do this for you???

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Final Thoughts:

Your next few days will be challenging!! Enjoy them!

- Block some time on your calendar to:
  - Use the "Three Minute Rule" to knock down your existing clutter
  - Put every piece of loose paper in your workspace through your "Process" and "Priority" box processing system
  - Clean out and reorganize your e-mail inbox and overall e-mail account too!
- Identify some dedicated time in the next few days for setting up your other organization systems as rigorously as you deem necessary
  - Get necessary supplies
  - Purchase / find necessary equipment
- Do a weekly "gut check" review of your workspace, e-mail, and your organization system to make sure it is "running smoothly"
- Revisit these training materials occasionally

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More Final Thoughts:

- Become an advocate and champion for proper time management/personal organization techniques and technology usage. Spread the word and infect others – it will only help you be more in front of your work.

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Key References:

David Allen's
Getting Things Done

Don Aslett's
Clutter's Last Stand

Malcolm Gladwell's
Blink

E-mail Reference:
Randy Dean's *Taming the E-mail Beast:*
45 Key Strategies for Better Managing Your
E-mail Overload (and Regaining Your E-mail Sanity!)
Available in E-book now.

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Other *Randall Dean* Programs:

- *From Distracted to Productive: Finding Focus in a Hyper-Interrupted, e-Distracted World*
- *Taming the E-mail Beast: Key Strategies for Managing E-mail/Input Overload*
- Optimizing Your MS Outlook: Time, Project, People, and Idea Management in Outlook
- *Smart Phone Success & Terrific Tablets*
- Beyond Outlook: OneNote, OneDrive, & MS Teams – Three Essential Microsoft Tools for Enhanced Productivity and Collaboration
- Managing & Leading Great Staff & Team Meetings
- *Also have programs specifically for Gmail/G-Suite users*

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"Be the change you wish to see in the world."

– Gandhi

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We're Done!!!

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