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"Reorganizing services, to create more time & space for you."

***"Go confidently in the direction of your dreams.
Live the life you have imagined." -- Henry David Thoreau***

This Issue.....

In Business:

Working Smarter, not Harder. Tips for staying organized with your time at the office. Getting organized can save you up to a full day at the office *every week*.

At Home:

Great Garages – Only 15% in the U.S. can park their cars in the garage, according to the National Association of Home Builders. Where to start organizing your garage? Includes the *Garage Scavenger Hunt*, courtesy of Bill West, author of [Your Garagenous Zone](#)

Thank you for reading. Hope you find this worthwhile. Look for “holiday tips” next issue.

Was this useful? If you know a friend or colleague who could benefit from these tips, feel free to pass along. If you know someone who needs a second pair of hands or needs some help getting back on track, please mention Space4U. www.OrganizeNH.com



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In Business:

Working Smarter, not Harder.

Tips for staying organized with your time at the office.

Before you leave work at night: Look at what you got done today & what's on the plan for tomorrow; and look around at the files and papers you used today – clean up and organize your work area, so when you walk in tomorrow, you're ready to go, and don't have to stop and clean up first. Also useful to do at the end of the week, to get a general sense of the following week.

A calendar is useful for appointments but you need a **“to do” list** to keep track of follow-up. Plus, putting items on a list unclutters your mind, freeing it up for creative or strategic work. Choose electronic or paper-based, but choose **one place** to list everything you need to do. Without a consolidated list, you'll miss items, you'll miss out on priorities, you'll be less efficient, and you'll never have a good idea of how much work you really have.

For strategic ideas, marketing ideas, or ideas you just don't want to lose track of, it's also a good idea to have an “ideas” file (swipe file, according to Seth Godin, a marketing expert. <http://www.sethgodin.com/sg/>). Use a folder you can drop notes into. Use a Word or Excel document to trap ideas if you're more electronically inclined. Whatever is the easiest way for you to trap those ideas, just do it so they're not lost.

For **long term or large projects**, make an appointment with yourself which you keep at all costs. And consider working on the project outside of your regular office environment (libraries are wonderful).

Always **set priorities** on your list, for the year in the form of goals or a plan, for the quarter to ensure you meet the annual goals you've set, for the week and the day to ensure progress towards quarterly goals. Start with ABC to set priorities, and as the priority gets nearer to when you need to work on it, put a date or duration on it. This will help you figure out how many you can get done in a limited time. This helps you stay on focus and not spend time where others want you to, but where it's in your company's best interest to do so. **Goals are also a great way** to keep focused on the accomplishments vs. what you think you haven't done.

Block a certain time of day when you'll read through and take action on **regular mail and e-mail**. Quickly decide what to do with each piece of paper and get it done. If you can get through the mail but don't have the time to act on the decisions, either (1) change the time or (2) write on the top of each page what



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your decision is (or use file folders if you're on e-mail). Then when you pick up this pile again, you won't have to spend time remembering your good ideas.

Answer email 2-3 times a day at regular times instead of getting distracted with it too many times during the day. It's like a lot of little interruptions instead of 2-3 longer ones. You can keep yourself more focused on your regular work this way.

And there's more ... an idea from Kathy Paauw, Productivity Consultant, Certified Business & Personal Coach <http://www.orgcoach.net/index.html>

"Remember that one of the key reasons many people procrastinate is because something is difficult or complex. In other words, it feels too big to know where or how to begin. Even the biggest projects are really just a series of small ones. I often ask my clients, "How do you eat an elephant?" ... One bite at a time!

Once you break a project into bite-size pieces, determine when you want to have it completed by, and then create a timeline with benchmarks for each bite of the project. Make it as quantifiable as possible, by using numbers (make five calls daily vs. make more calls daily) and dates or deadlines. Then build in some accountability by telling someone else about your intention. Keep your intentions in written form in front of you so you can keep re-focusing on them when you get off track. I like using the Page-Up copy holder to hold paper upright, so the task list for the day does not get buried on the desk. Then carve out protected time on your calendar to allow time to complete the tasks you've identified."



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Great Garages

As time goes by, stuff accumulates, and the more people in the household, the more stuff gets thrown into the garage. All of a sudden, the car doesn't fit. Only 15% park their cars in the garage in the U.S., according to the National Association of Home Builders.

Where to start organizing your garage? You should only need to do this once. You'll get used to having a more organized place where you can find everything. So you'll keep it up as the year goes along.

Try the garage scavenger hunt from Bill West, [Your Garagenous Zone.](http://www.paragongarage.com/)
<http://www.paragongarage.com/>

Rules:

1. The family member desiring a clean and organized garage obtains the willingness and commitment from the family-member-in-denial to play the game.
2. The person--in-denial agrees to take whatever time is needed to finish the game.
3. The person desirous of the organized garage makes a list of FIVE known objects that are currently located in the garage.
4. The game may require minutes, hours, or days, but it is critical to know the amount of time spent looking for these objects. The family-member-in-denial must maintain a time log.
5. The family-member-in-denial searches for the five objects.
6. *If more than a minute is expended searching for each object, time is being wasted. When time is squandered, life is squandered. It's all a choice.* A little humor is a good companion wherever you go even when you remodel and organize your garage.

Other resources:

Garage Systems – Master Garage Works of NH, llc

<http://www.mastergarageworks.com/index.html>

And 10 “Great Garages” organizing tips from my experience working with clients

- This is easier if you work as a pair -- family, friend or a professional organizer. Someone who can ask questions, and be a second pair of hands.
- Piles to set up: keep, toss out, fix/repair, give to family, donate to charitable organization, stuff to move into the house, shed, basement. By physically



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moving “like” items together, you’ll see (a) how much you think you need to keep and (b) how much and what type of storage you’ll need.

- Think “zones” or small workspaces. Suggestions: workbench, cars, summer sports, beach, garden & lawn, animal supplies, winter sports, winter equipment/tools.
- For each group, take a look at the sizes you need to deal with. In each area of the garage, look at the space you have and compare to what each group needs. Figure out what you need to store first, and then look for appropriate numbers, types and sizes of shelving or cabinets. Measure the space each group of items requires.
- As we head into fall and winter, keep this season’s equipment easy to access. Move spring and summer out of the way: high on rafters or walls, or up in the loft. Make a path to the snow blower first so you don’t forget!
- If your family is used to putting skis and poles in the same place, a corner of the garage, try making this the winter sports zone. They’re already organizing, so take advantage of it. But work on a better way to hang up the skis.
- Investigate individual products as well as garage systems, depending on how much you want to do yourself, how large a space you have, and how many storage units you have.

Examples of questions to ask yourselves -- how to decide what stays in the garage. *Did you know we only use 20% of the stuff we have?*

1. How often do you use the item? If you must, keep it one more season, but mark with a ‘toss by’ date. If you’re not sure how often you use it, it’s probably not worth its space.
2. How much would it cost if you had to rent or buy this item, on the off-chance you’ll need it?
3. Car care: if you have duplicates, can you combine any products? Are they all still good?
4. Photographs, old books, and other delicate or fragile items: not in the garage. Use archival bags or albums or frame them and enjoy them inside the house.
5. Books: any you’ve read and can donate to a library, school, church, book swap? Select your favorites, and take to a bookshelf inside, where you can reread them.
6. Memorabilia: plaques, awards, signed baseballs. Some of these you should save, but maybe you don’t need all of them. If you have a family wall of photos, hanging plaques there. Or a shelf in the den. Or in the kids room. Keep a box in the house of memories. You can go through the memories more often than when the box was in the garage. And if you keep fewer items, each one becomes more special.