



How to Move From Overwhelmed to Organized and Improve Your Productivity

Admin Pro Forum 2021

Presented by
Julie Perrine, CAP®, OM, MBTI® Certified
Founder & CEO



AllThingsAdmin.com



What is Organization?

Organization: The _____ we use to
_____, _____, and _____ things.

The Cost of Disorganization

Where Organizing Goes Wrong...

- _____!
- _____.
- _____ does NOT equal organized.
- You _____ have enough _____.

Principles of Organization



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- Principles of Organization: Workspace

1. _____

2. _____

3. _____

4. _____

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- Principles of Organization: Paper

1. _____

2. _____

3. _____

4. _____

Article: Simplify Your Filing System and Retire Your To-File Pile

<https://www.allthingsadmin.com/simplify-your-filing-system-and-retire-your-to-file-pile/>

- Principles of Organization: Digital Files

1. _____

2. _____

3. _____

4. _____

Article: The Admin's Guide to Organizing Digital Files

<https://www.allthingsadmin.com/the-admins-guide-to-organizing-digital-files/>

- Principles of Organization: Ideas

1. _____

2. _____

3. _____

4. _____

- Principles of Organization: Projects
 - Simple Projects
 - Complex Projects

Keep Organizing Quick and Simple!



- 1 box of hanging file folders – letter size
- 1 box of manila file folders – 1/3 cut, letter size
- 1 box of colored file folders – 1/3 cut, letter size
- 3-4 pads of assorted color sticky notes – 3” square size
- 2 pencils
- 2 pens (blue or black)
- 2 black permanent markers (fine or bullet tip)
- 1 file folder box or plastic tub designed for hanging files
- 1 box of clear, quart-size storage bags that zip close
- 1 box of clear, gallon-size storage bags that zip close
- 1 package of mailing address labels (optional)

Create a Better System for Workflow Across Your Desk

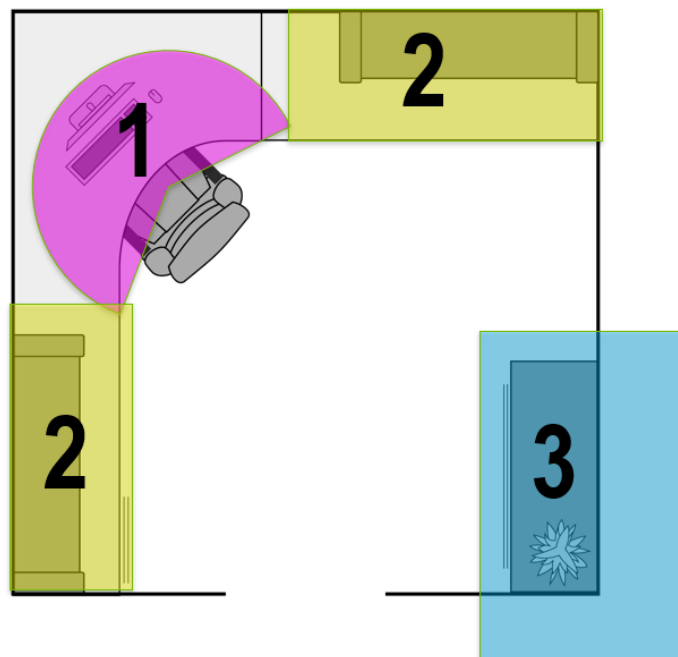
- Clear the Clutter



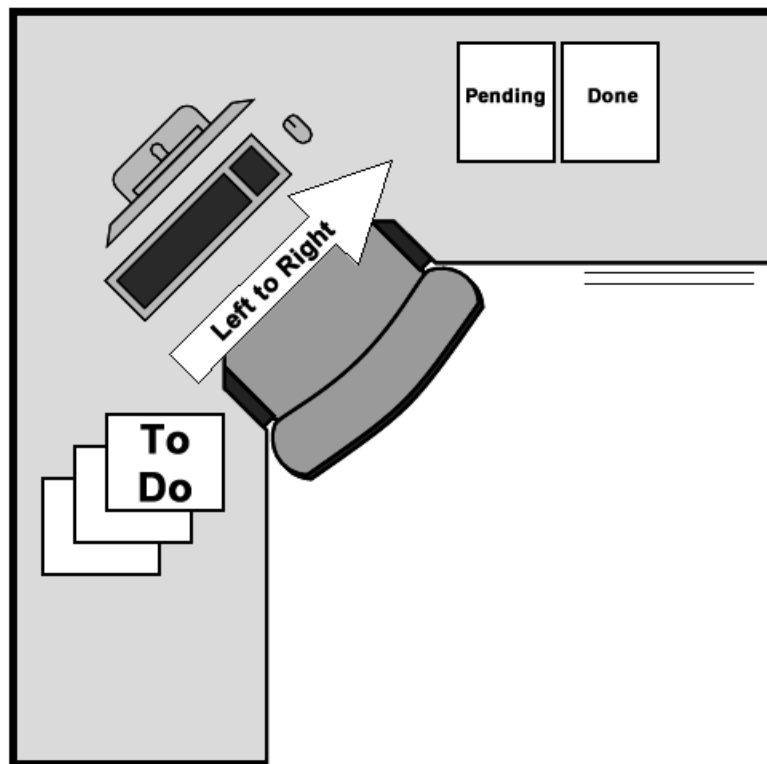
Article: 5 Types of Office Clutter That Kill Your Productivity

<https://www.allthingsadmin.com/5-types-office-clutter/>

- Establish Work Zones



- Establish Workflow Direction (Left to Right or Right to Left)



- Develop a Color Code



Article: How to Develop a Color Code for Better Organization
<https://www.allthingsadmin.com/better-organization/>

Discover Your Unique Organizing Style

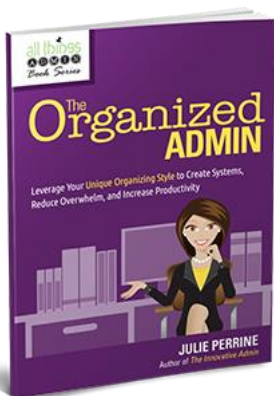
- Take the Time & Space Style Inventory!



<http://bit.ly/TimeSpaceStyleInventory> (Affiliate Link)

- Learn your Space Style:
 - How You Arrange Space (Everything Out or Nothing Out)
 - How You Assign Value (Minimalist or Saver)
 - How You Tolerate Disorder (Straightener or No Rules)
- Learn Your Time Style:
 - How You Manage Priorities (Hopper or Hyper Focus)
 - How You Attend to Details (Big Picture or Perfectionist Plus)
 - How You Take Action (Impulsive or Cliff Hangers)

Get the Free Resources for *The Organized Admin* Book



TheOrganizedAdmin.com

Resources

Click the icons below to be taken to the resources indicated in the book:

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[File Download](#)

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[What I Use](#)



Join our Free Organize Your Workspace 5-Day Challenge



During this 5-Day Challenge, we'll share:

- Simple strategies you implement immediately to create a better system for workflow across your desk.
- Ideas for setting up your paper file management system.
- One quick solution that can make filing instantaneous.
- How to setup your digital filing system so it mirrors your paper system.
- How to track and implement your great ideas with a few key tools.
- Resources to support you throughout the process.

During the 5-Day Challenge, you'll receive:

1. **Daily training videos** to help you get started immediately.
2. A **daily plan of action** to keep you on track.
3. **Templates and resources** to save you time and effort.
4. **Access to Julie Perrine and her expert team** in our online forum.

It's all delivered direct to your email inbox each day!

Join us for a brand new adventure into workspace organization that will set you up for success from day one.

<https://AllThingsAdminTraining.com/5-day-challenge-workspace/>

Your Plan of Action

- Setup your own “file on the go” station for quick and easy organizing.
- Print a copy of the principles of organization and post it in your workspace.
- Practice applying the principles of organization to at least one area each day. (E.g. Physical desk work area, desk drawers or file cabinets, paper files, digital files, ideas, projects)
- Clear the clutter from your workspace! Take before and after pictures so you can see the difference.
- Establish zones in your workspace.
- Establish the direction for workflow across your desk.
- Document or establish a color code for your work.
- Download the free resources and templates at TheOrganizedAdmin.com.

Connect with Julie Perrine and All Things Admin online:

- **Connect with All Things Admin!** [Linkedin.com/company/All-Things-Admin](https://www.linkedin.com/company/all-things-admin)
- **“Like” All Things Admin!** [Facebook.com/AllThingsAdmin](https://www.facebook.com/allthingsadmin)
- **Join the All Things Admin Innovation Lab Private Facebook Group!**
[Facebook.com/groups/AllThingsAdminInnovationLab](https://www.facebook.com/groups/allthingsadmininnovationlab)
- **Follow Julie!** [Twitter.com/JuliePerrine](https://twitter.com/JuliePerrine)
- **Visit our websites!** AllThingsAdmin.com
TheOrganizedAdmin.com

Print and trim this image as a visual reminder of the principles of organization to post near your primary work zone.

Principles of Organization



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