

ACTION PLAN

ADVICE FROM JEFF DAVIDSON, *At Your Best*
ADVISOR AND AUTHOR OF *BREATHING SPACE*

Test your organization I.Q.

- 1. Do you spend five minutes or more looking for a letter or document? Forty-five seconds is all it should take. More than that and you're wasting everyone's time—especially your own.**
- 2. Are week-old papers on your desk?**
A desk is not a filing cabinet.
- 3. Do you have trouble finding a particular item in your desk that you use frequently?**
Maybe it's best left on your desk.
- 4. Do you believe you need to see everything in order to easily retrieve it? I.e., "If I can't see it, I don't trust myself to find where I've stored it." Overreliance on having to see it is an open prescription for a life of immense clutter and inefficiency.**
- 5. Do you feel that you could be organized if you only had more space? More space is seldom the answer; filing or getting rid of what isn't important is.**
- 6. Do you have piles of newspapers and magazines you haven't gotten around to reading? If you're thinking of reading these issues cover to cover, good luck.**
- 7. Did you ever find something at the bottom of a pile that you didn't know was there? You're liable to lose anything! Break up your piles now.**

If you answered yes to one of the above questions, you'd benefit from a desk or house cleaning. If you answered yes to two, it's imperative that you start organizing now. If you answered yes to three or more, you may have to hire a bulldozer to clear out the stuff. You'd better start immediately before you get totally paralyzed.

Some excuses for not getting organized are probably already popping into your head. So next month, we'll counter the typical excuses people have for not getting organized.

At Your BEST

on and off the job

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PURPOSE: To provide authoritative, useful, easy-to-understand information that will help our readers reduce stress, be more energetic and balance the demands of home and work.

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