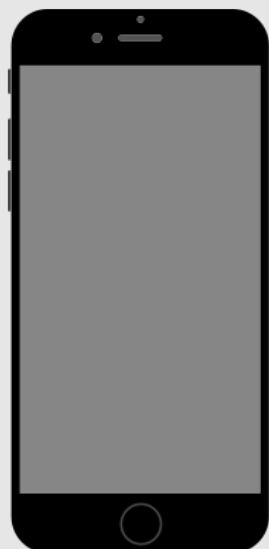
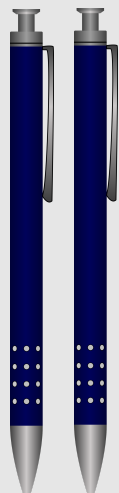
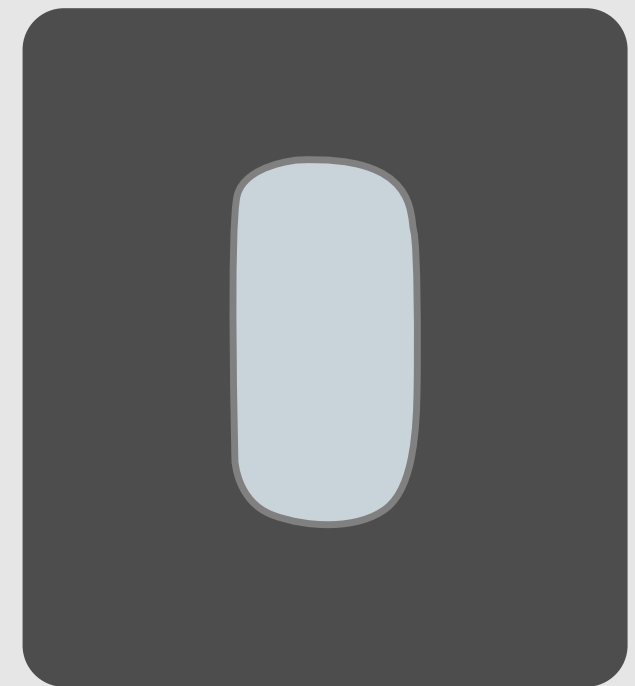


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CHALLENGES

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**"I'm afraid it's too late to clean up my desk
without disturbing the delicate ecosystem."**

CHALLENGES



- Uncertainty about how to begin
- Overwhelming task
- Resistance to change
- Risk of discarding important material
- Inability to maintain tidy space
- Psychological barriers

WHY ORGANIZE?

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- Increase productivity
- Increase colleague confidence
- Increase customer satisfaction
- Reduce stress
- Create space to focus on what matters

THE GUIDING QUESTION

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What is the purpose of this space
and how do I work best within it?

THE GUIDING QUESTION

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THE GUIDING QUESTION

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THE GUIDING QUESTION

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THE GUIDING QUESTION

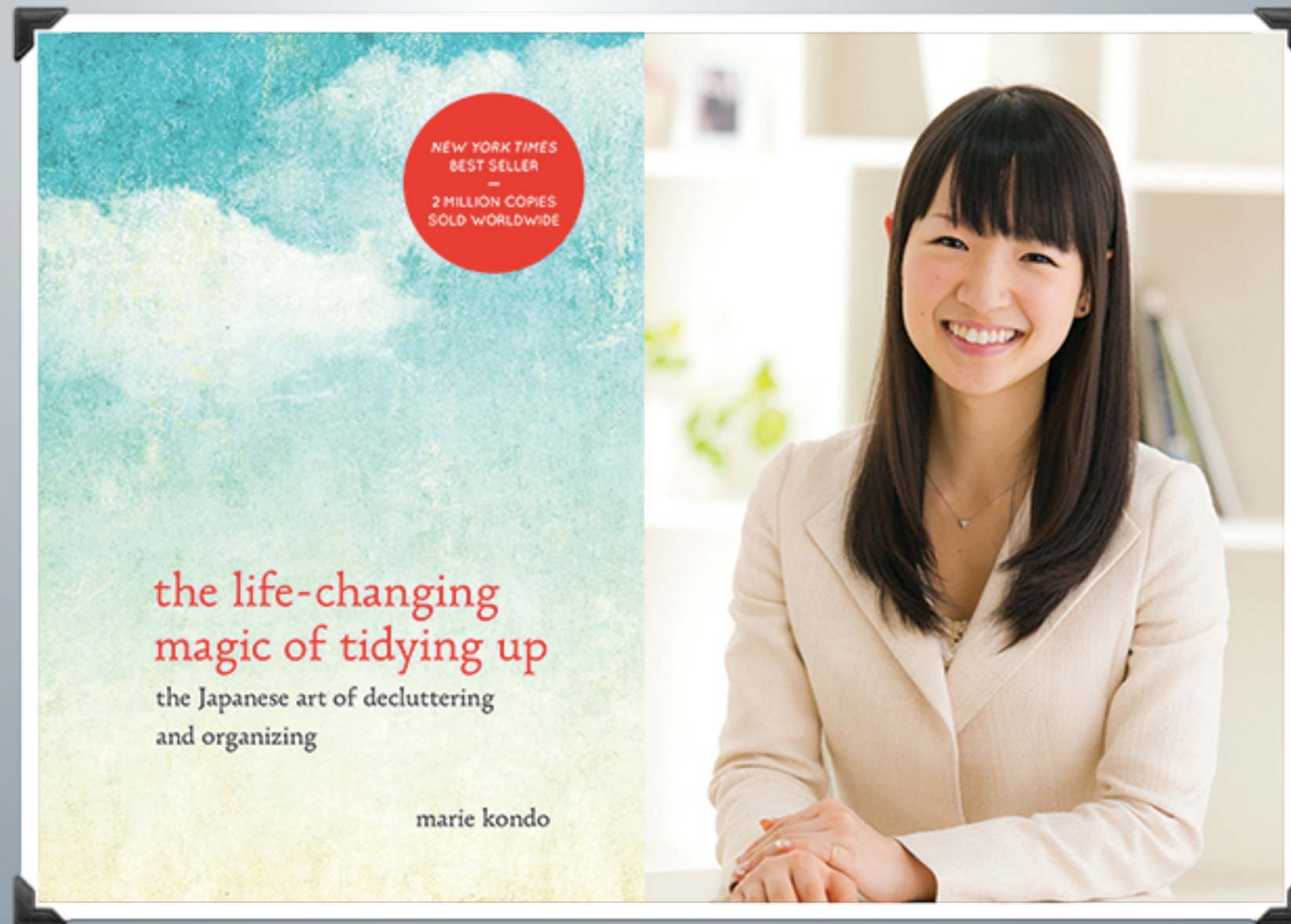


My workspace is a place:

- Where I feel
- Where I accomplish
- That makes others feel
- That inspires me to

KONMARI METHOD

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ORGANIZING GUIDE

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1. Declutter and organize entire space in one go



ORGANIZING GUIDE



2. Declutter and organize by category, not by location

- Books
- Papers
- Office supplies
- Sentimental items

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3. Take everything out and put it into one place



ORGANIZING GUIDE



4. Touch each item and decide what to **keep**

Do I use it on a regular basis?

Does it bring me joy?

ORGANIZING GUIDE

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5. Discard and donate



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6. Designate a space for each item you have kept



ORGANIZING GUIDE



Filing Strategy

1. Scan
2. File active papers *in sight*
 - To do, To read, To pay, To file
3. Customize system
 - Start with broader categories
 - Alphabetical, Chronological, Categorical, Color Coded, etc.
4. Create binders for things you refer to often

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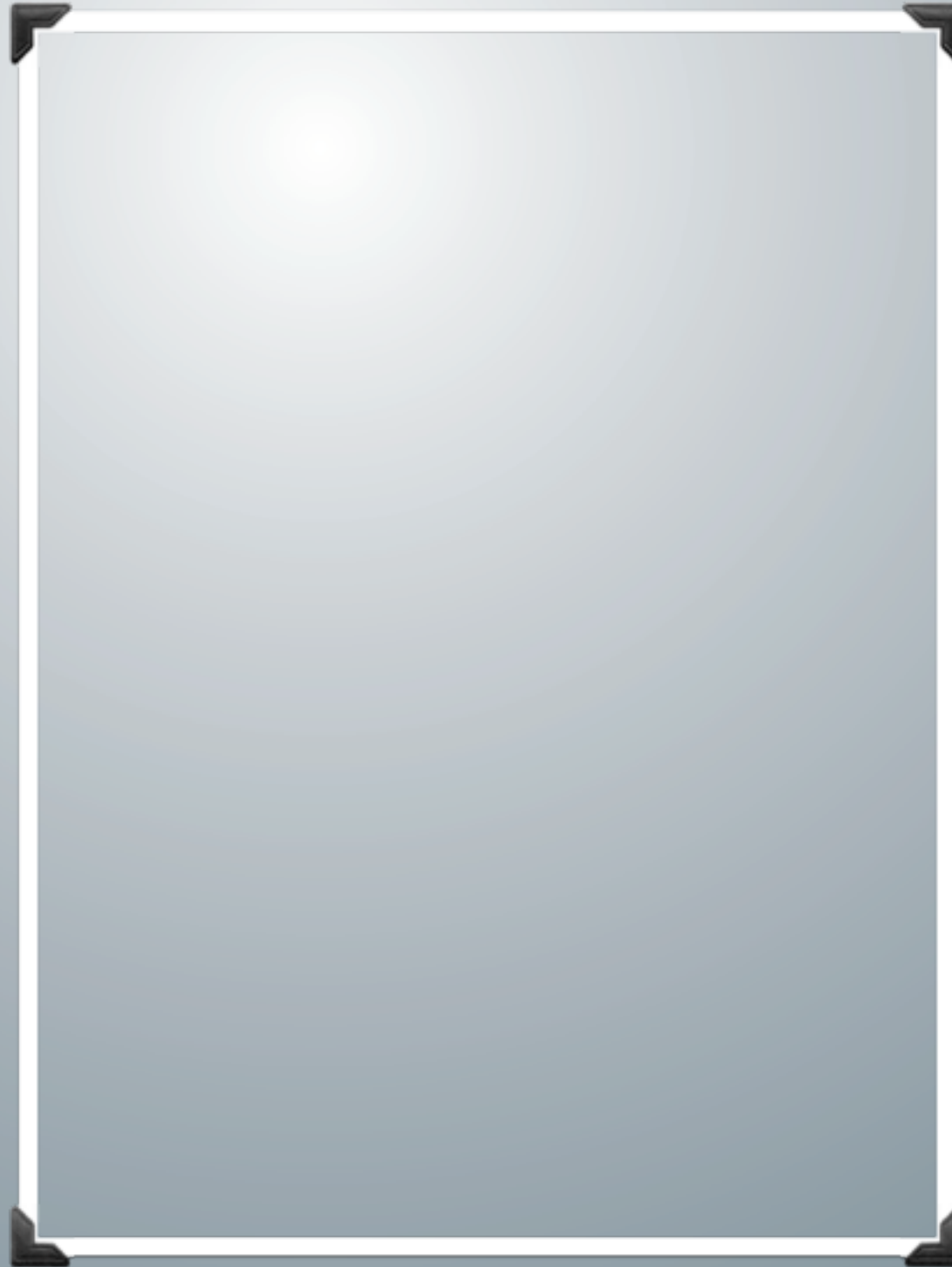


7. Continually practice gratitude for the things and the space around you



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Do I use it on a regular basis?

Does it bring me joy?

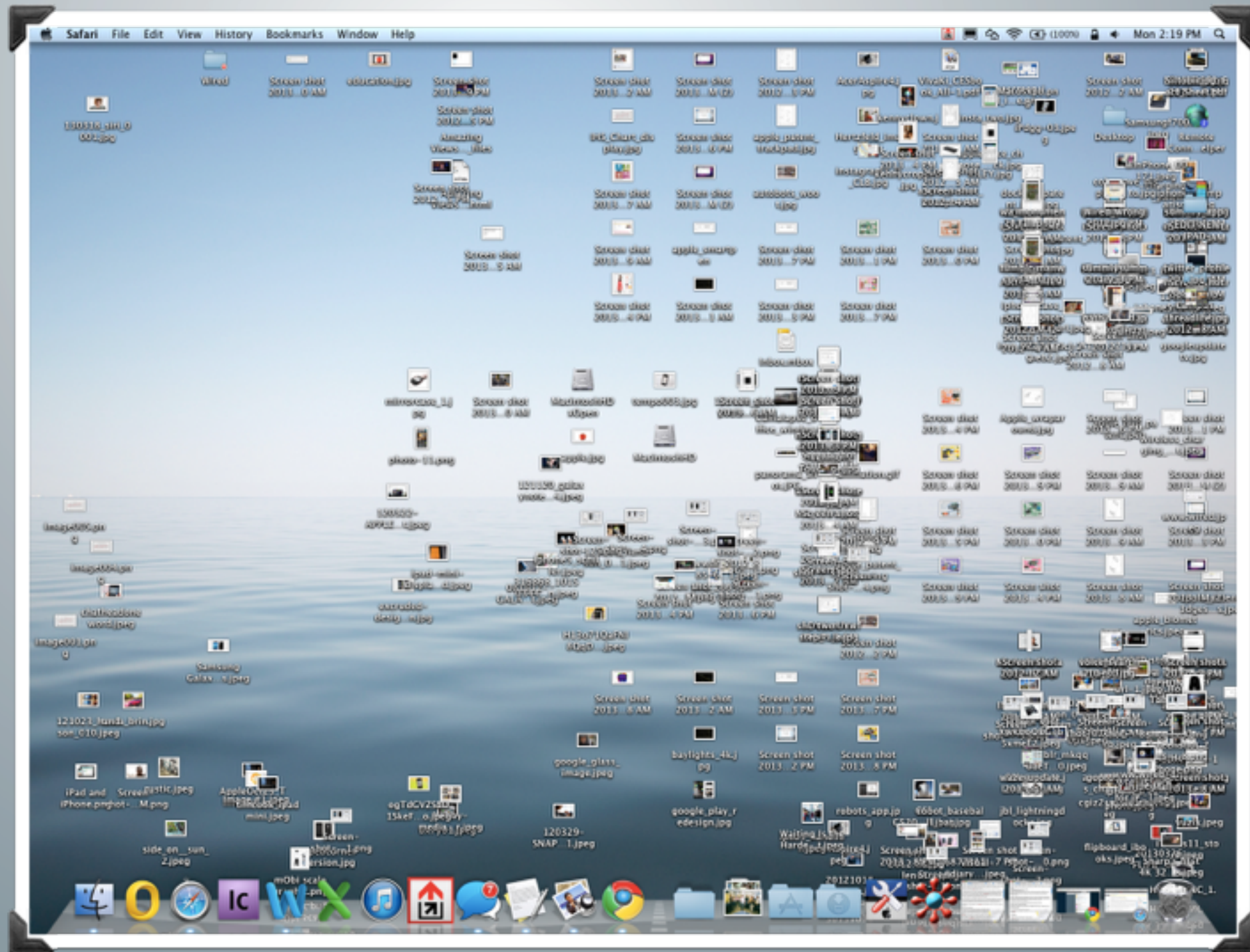
DIGITAL SPACE

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DESKTOP

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DESKTOP

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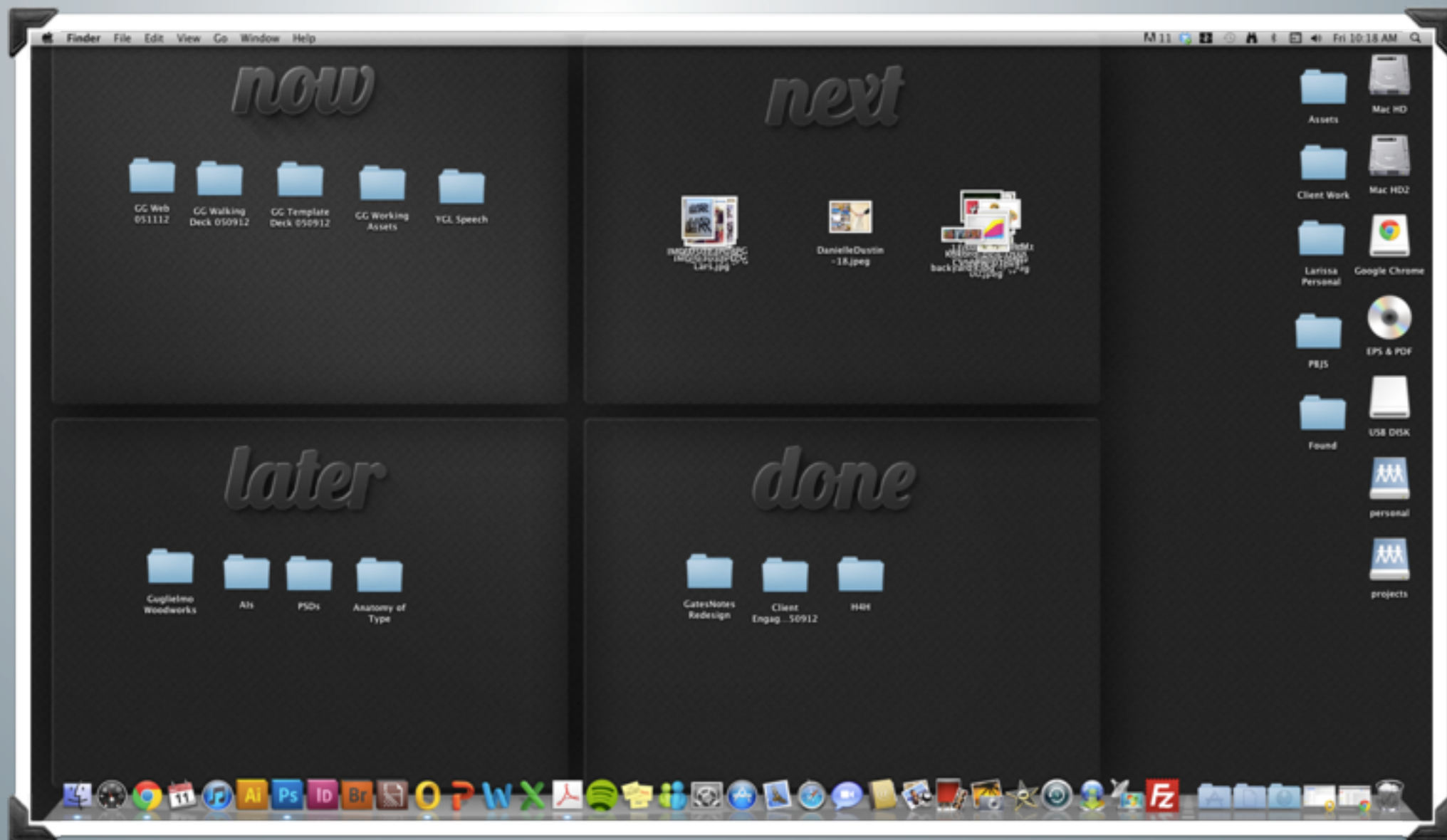
DESKTOP

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If you can read this
you're not working.

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E-FILES

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PHONE APPS

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PHONE APPS

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PHONE APPS

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EMAIL

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There are 2 kinds of people in this world:



Mail



Mail

EMAIL

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Unsubscribe



EMAIL

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One-touch Rule



EMAIL

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Inbox Zero



You have no emails.
Please enjoy your day!

EMAIL

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Automate



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Wunderlist



todoist



EVERNOTE

MAINTENANCE TIPS



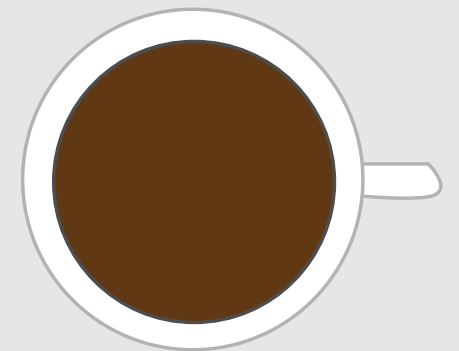
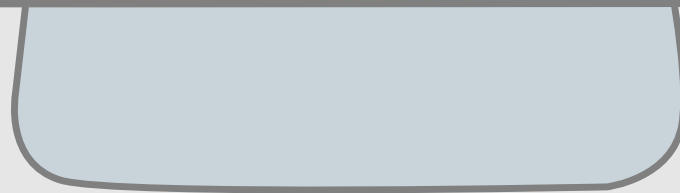
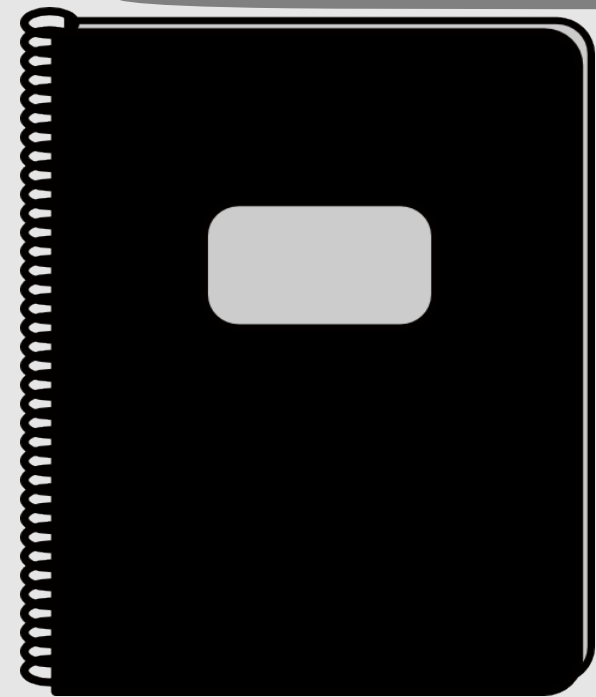
- Schedule regular clean out sessions.
- Take five minutes at the end of each day to tidy your space.
- Take time each Friday to organize and clean.

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“Being organized is about reaching for your dreams and having an environment that supports your doing so.”

- Stephanie Denton



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