

What Is Your Productivity Forecast?

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Myths?

One size fits all.

Busy equals productive.

Getting organized is a mysterious talent.

Assuming that containers/file folders will organize you.

Multitasking is the key to getting a lot done in a short time.

Truths?

You must be intentional.

Being productive is a destination and a journey.

Organized systems are the foundation of productivity.

Having organized systems is a survival skill for our modern age.

If you keep doing what you're doing, you will keep getting what you're getting.

Value?

You save money.

You get things done on time.

You find information when you need it.

You have a more functional and professional work space.

You have peace of mind that comes from knowing you are in control.

Productive Environment Scorecard™

Read the statements on the left and right side of each row then circle or mark the number that most closely approximates your current state.

1	I waste lots of time looking for papers I need.	1	2	3	4	5	6	7	8	9	10	I waste no time looking for papers I need.
2	I waste lots of time looking for information I know is on my computer.	1	2	3	4	5	6	7	8	9	10	I can find information in my computer in seconds.
3	I am totally out of control with handling email.	1	2	3	4	5	6	7	8	9	10	I am efficient and productive with my email system.
4	I do not have enough space in my office.	1	2	3	4	5	6	7	8	9	10	I have plenty of space in my office.
5	I do not have a good system for managing reading material.	1	2	3	4	5	6	7	8	9	10	I have a great system for managing reading material.
6	I do not have a systematic method for purging outdated papers.	1	2	3	4	5	6	7	8	9	10	I do have a systematic method for purging outdated papers.
7	It is very difficult for me to manage interruptions and prioritize my workload.	1	2	3	4	5	6	7	8	9	10	It is very easy for me to manage interruptions and prioritize my workload.
8	I do not use my time planner (calendar, Palm, etc.) effectively.	1	2	3	4	5	6	7	8	9	10	I do use my time planner (calendar, Palm, etc.) effectively.
9	I do not have a system for managing projects and work in progress.	1	2	3	4	5	6	7	8	9	10	I do have a system for managing projects and work in progress.
10	I am frequently overwhelmed by what I need or want to do.	1	2	3	4	5	6	7	8	9	10	I am never overwhelmed by what I need or want to do.
11	I waste time looking for phone numbers and other contact info.	1	2	3	4	5	6	7	8	9	10	I can find contact info I need in seconds.
12	I feel unproductive working in my office.	1	2	3	4	5	6	7	8	9	10	I feel highly productive working in my office.
13	I am not confident others can find what they need if I am not here.	1	2	3	4	5	6	7	8	9	10	I am confident others can find what they need if I am not here.
14	My office does not reflect the quality of my work.	1	2	3	4	5	6	7	8	9	10	My office totally reflects the quality of my work.
15	My daily life does not reflect the quality of life I want.	1	2	3	4	5	6	7	8	9	10	My daily life totally reflects the quality of life I want.
	<i>Total each column here; add the numbers in this row for total score.</i>											MY SCORE: _____

***The one thing that would make the biggest difference in the quality of my life regarding productivity is...**

If your score is: 135-150 Congratulations! You are well-organized!!
 77-134 You are on the right track, but there is room for improvement.
 47-76 Disaster could be ahead if changes are not made soon!
 15-46 Get help immediately!

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Productive Environment Tips

Space...physical clutter

Arrange your office using the “alphabet” system – U or L work best.
The top of your desk is prime working space – limit supplies and knick knacks.
Use sorters to arrange things in your desk drawers.
Clear your desktop before you leave work each day.
Wipe down your desk, phone, and keyboard once a week.
Houseclean your office once a year.

A	
C	
T	

Information... mental clutter

Have a filing system that works for you – paper and electronic.
Use project folders to keep related information together
Keep up on filing.
Be ruthless about getting rid of information – paper and electronic.
Houseclean your files once a year.

A	
C	
T	

Time...emotional clutter

Work on one thing at a time.
Schedule in things that you must do.
Create an uninterrupted time per day to tackle projects.
Allocate twice as much time for a task as you think it will take.
Houseclean your brain at least once a year.

A	
C	
T	

Productive Email Inventory

	Yes	No	
1.			Do you receive more than 50 emails in a work day?
2.			Do you check your email inbox more than 4 times a day?
3.			Do you have an empty inbox at the end of the day?
4.			Do you have an organized system for managing incoming email and attachments?
5.			Do you often re-read emails in your inbox to remind yourself what you need to do with them?
6.			Do you manage your outgoing email with skill and efficiency?
7.			Do you feel like you waste a lot of time searching for information in your inbox?
8.			Do you engage in personal email correspondence at work?
9.			Do you feel obligated to check your business email at home during non-work hours?
10.			Do you engage in business-related email while on vacation or family outings?
11.			Do you use a mobile email device to facilitate the transmission of email on a 24/7 basis?
12.			Do you become agitated when you are on the road and cannot access your business email account?
13.			Do you interrupt conversations or business meetings to read and respond to Smartphone email?
14.			Do you prefer email rather than telephone or face-to-face conversations?
15.			Do you send email messages to a co-worker who is within walking or talking distance of your desk?
16.			Do you feel obligated to open and read every business-related email message you receive?
17.			Do you supplement workplace email with instant messaging?
18.			Do you operate a business or personal blog that generates email traffic?

Productive Environment Resources

Books:

Allen, David...[Getting Things Done: The Art of Stress-Free Productivity](#)
Aslett, Don...[The Office Clutter Cure](#)
Culp, Stephanie...[Conquering the Paper Pile-up](#)
Hemphill, Barbara...[Taming the Paper Tiger At Work](#)
Morganstern, Julie...[Organizing From the Inside Out](#)
Taylor, Harold...[Making Time Work for You](#)
Winston, Stephanie...[The Organized Executive](#)

Web Sites:

www.aredbench.com
www.clearwaterproductivity.com
www.davidco.com
www.franklincovey.com
www.getorganizednow.com
www.heartlandorganizing.com
www.ineedmoretime.com
www.lifehack.org
www.napo.net
www.napominnesota.com
www.onlineorganizing.com
www.reduce.org
www.taylorintime.com

Notes: