7 Ways to Stay Organized at Work

Lunch with NEMA ~ May 27, 2015
Marilyn Weiss Cruickshank
Creative Simplicity
Organizing & Productivity
Copyright 2015, Creative Simplicity, LLC

Organizing

- **Who** – Everyone in your museum
- **What** – Decision making
- **When** – Ongoing process
- **Where** – Start small
- **Why** – Productivity, Judgement, Stress
- **How** – Schedule it. If you don’t make the time it won’t happen

Organizing in Museums

- Collectors/Savers
- Limited resources
- Shared/Multi-purpose spaces

#7 ~ Realize You Are Not the Same as Your Co-Worker

- Only what works for you & the way you work
- Some systems can be duplicated - develop your own
- If you share the space, communicate
- Success looks a little different for each person

#6 ~ Make Your Workspace Work for You

- Define Your Space
- Set it up for how it is used
- Active v Reference v Archive

#5 ~ Give Everything a Home

- A place for everything
- Like with like
- The floor is not a home
#4 ~ Create Systems
- If you can’t explain it, you don’t have a system
- Piles are not systems

#3~ Revisit the Value of Lists
- Don’t try to keep it all in your head
- Write it down, keep it in a simple, systematic way
- Understand the difference between projects and tasks

#2 ~ Have the right ‘tools’
- What works for you? Upright holders to prevent piles, Apps with a purpose
- Just right holders – time to deal with it
- A working calendar system

#1 ~ Process the Paper
- #1 organizing challenge
- Paper in/Paper out. Equilibrium.
- Set up systems for the paper. If you are often part of project teams, is everyone saving the same paper in their archives in your different departments?

Paper
- File It
- Act on it
- Schedule action
- Discard it
- Shred it
- Delegate it

Upright Holders for Paper, Mail, Desktop Files, Etc.
Creative Simplicity
Organizing & Productivity

• Improve personal & professional productivity
• Better manage time & workload
• Streamline office & storage spaces

Marilyn Weiss Cruickshank
www.csimplicity.com
csimplicity@comcast.net
781.453.3906

Copyright 2015, Creative Simplicity, LLC