Organizing Skills

**Get Organized
to Face Challenges
in the Fast Moving Information Age**
by Irshad Mahmood - Director, Siraat-al-Mustaqeem Dawah Centre

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**A Need for every single Student, Teacher and Professional
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1. Introduction

- **We are living in the fast moving information age and working in pressurized environments where the day-to-day challenges are increasing enormously and constant threats of streamlining and downsizing are the norm. More productivity is expected in less time from fewer people. This causes stress and leads to the feeling that there are not enough hours in the day.**

- **This session is designed to provide you with the strategies, tools, and tips to improve the productivity in a balanced way, the way you work and live, to face the future challenges.**

- **During this session, you will learn about organizing skills, concepts, and principles to control the time, space and activities instead of them controlling you.**

2. Administrative

- **Course Materials**
- **Name Plates**
- **Lecture Hours**
- **Breaks**
- **Lunch Break**
- **Cell Phones**
- **Washrooms**
- **Emergency Exits**
- **Attendance Sheet**
- **Evaluation Forms**

Irshad Mahmood
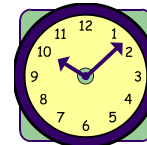
3. Communication Skills

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3.4   Knowledge Sharing

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3.1 Effective Communication

- **Effective communication is important for living systems for power, control and survival. Without effective communication, societies or systems cannot organize themselves or perform desired functions.**

- **Living systems or societies are information processing units and information can only be communicated effectively if the communication channels are free from any disturbance or noise.**

3.2 Clear Language

- Language should be Active, Direct, Plain, Positive, Familiar and Clear. This can be accomplish by using Short Words and Short Sentences.

- Use White Space, Headings, Bullets, and Standard Font Size (below 12 is hard to read) and Style etc.

- Give Examples or tell Stories if needed.

- Avoid abstract and ALL-CAPS. Write as you speak.

- Take time to edit it and take care to edit well.

- You are the worst editor of your own writings.

- Remember! It is not for you BUT for the readers or audience.

- All TEXT Books / Notes / Articles need to be REVIVEED for self explanatory where needed, including Math Books, which must include Formulas, Examples and then bunch of Exercises for each and every modules/sections/sub-sections etc.

- More Hands-on-Projects need to be included where possible.

3.3 Clear Language – Example

- **Bad Example**
  - **Should you have the occasion to know of someone whose background configuration approximates the position specification above, we would welcome a recommendation from you.**

- **Good Example**
  - **If you know someone who qualifies for this job, please let us know.**

3.4 Knowledge Sharing

- **Share your knowledge and experiences.**
- **Ask questions.**
- **Respect others.**
- **Learn from each other.**
- **Be proud about Knowledge Sharing.**
- **Smile, laugh, have fun.**

*"The only way to learn something is by dialoguing about it." - Socrates*

My Experience

Your Experience

Triangle of Learning

Our Experience

3.5 Learning Approach

- **You learn through Effective Communication:**
  - **Audio**
  - **Visual**
  - **Practice**
  - **Review (Q&A)**
  - **Participation**

"What I hear, I forget; What I see, I remember; what I do, I understand." Confucius 451 BC

"You cannot teach people anything; you can only help them to find it within themselves." Galileo

3.6 Communication Tools

- **Learn necessary communication tools to improve your time management.**

- **Use the communication tools (Meeting, Video Conferencing, Telephone, E-mail, Instant Messaging etc.) more effectively for your tasks.**
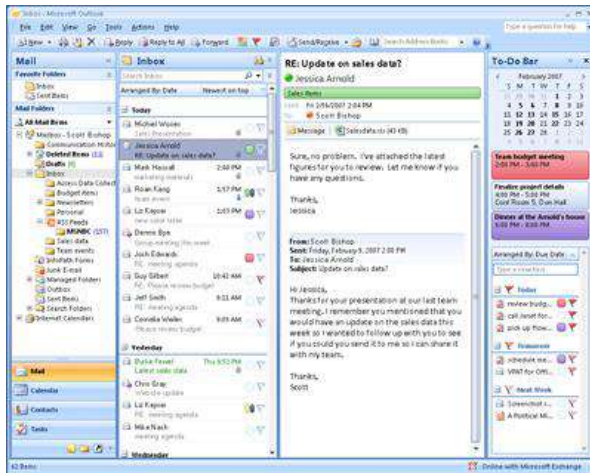
Audio / Video Lecture Player
iPod Touch

Voice Activated Recorder

3.7 Meeting Management

Planning a meeting	Attending a meeting
Set an agenda. Identify objectives. Prepare for meeting. Ask for feedback at every step. Start on time. Stay focused. Finish on time.	Know objectives. Listen actively. Ask questions, if needed. Take notes.
Confirm the need for a meeting and prepare well.	Speak up if the meeting is straying off course.

Find alternatives to holding meetings (E-mails, Phone Calls, Instant Messages, Video Conferencing etc.)

3.8 Telephone Management

Making a call	Receiving a call
Mention your name. Tell the Purpose of your call. Know the words to use. Prepare for the Action required. Discuss the Clarification method.	Keep Pen and paper handy. Keep your daily schedule Handy. Listen Actively. Ask questions if needed. Take notes.
Consolidate, assign 'phone time' to your daily planner.	Communicate availability, screen callers if able.

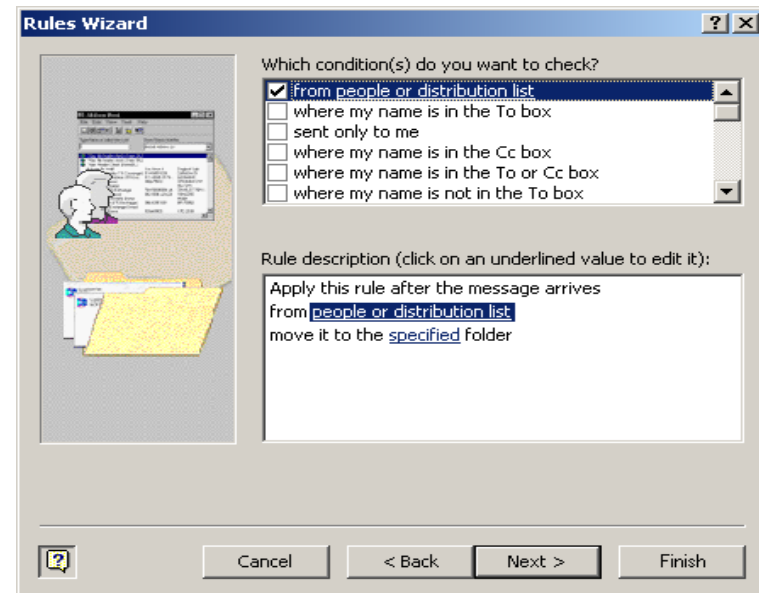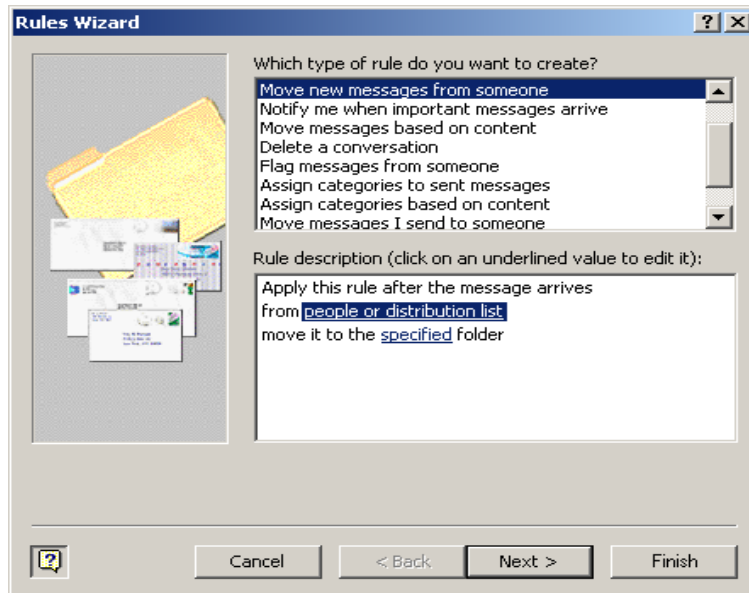Organize before dialing:
Name, Number & everything you want to say.

3.9 E-mail Management

Use your Rules Wizard if using Microsoft Outlook.

Rules Wizard

Which type of rule do you want to create?

- Move new messages from someone
- Notify me when important messages arrive
- Move messages based on content
- Delete a conversation
- Flag messages from someone
- Assign categories to sent messages
- Assign categories based on content
- Move messages I send to someone

Rule description (click on an underlined value to edit it):

Apply this rule after the message arrives
from people or distribution list
move it to the specified folder

Cancel   < Back   Next >   Finish

Rules Wizard

Which condition(s) do you want to check?

- ☑ from people or distribution list
- ☐ where my name is in the To box
- ☐ sent only to me
- ☐ where my name is in the Cc box
- ☐ where my name is in the To or Cc box
- ☐ where my name is not in the To box

Rule description (click on an underlined value to edit it):

Apply this rule after the message arrives
from people or distribution list
move it to the specified folder

Cancel   < Back   Next >   Finish

Filter Junk E-mail and SPAM – Right Click on the E-mail

Ways to Organize Inbox   Automatic Formatting...   ×

- Using Folders
- Using Colors
- Using Views
- Junk E-Mail

● **Color messages** from ▼ Irshad Mahmood in Red ▼   Apply Color

● Messages sent **only to me** now appear Green.   Turn off

To view or edit your coloring, and for more advanced options, click on "Automatic Formatting" above.

☑ Display a notification message when new mail arrives

Flag to follow up
Turn on the notification option

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4. Time Management Concepts

4.1   Time Management and Reality

4.2   Templates/Lists

4.3   Single ID Card with Picture & Finger Print

4.4   Life Balance

4.5   Long-Term Perspective

4.6   Quality of Life – The Time Management Matrix

4.7   Desk Stretches

4.8   Relaxing, Rejuvenating, and Rewarding Yourself!

4.1 Time Management and Reality

- "*Every thing always takes longer than you think*." – Murphy's Second Law

- Organize yourself to use time more efficiently.

- Exact Time required to do a task is invisible.

- Some task may take much longer than you think, even if you add 33% extra time for it.

- When meeting with people, give time frame rather than specific times.

- Always Plan to arrive early – it's almost impossible to arrive right on time.

- Let people know if you're running late.

- Be positive and be dedicated.

- Do little breaks. It is advised that after every 55 minutes you should take a 5 minute break.

- Use this 5 minute break for little Stretches that may help release some stiffness of the body.

4.2 Templates/Lists

- **Rapid increase in information availability causes less time to develop the intelligence and create knowledge. This has resulted in information overload.**

- **Remember your time is still constant 24/7.**

- **Create Lists/Templates to keep the information very handy as much as possible and share with others.**

- **Encourage Students to Use Voice Activated Recorder.**

- **Get rid of your "mental clutter" to achieve a state of ZERO BASED THINKING by using Templates or Fast Cards (Handy Tips). This will help us for knowledge transfer.**

  - **4.2.1   Using Lists**
  - **4.2.2   Document Template**
  - **4.2.3   Package Template**
  - **4.2.4   Report Template**
  - **4.2.5   Discoverer as a Template**

4.2.1 Using Lists

- **The most powerful and simplest procedures that you can install in your life is Using Lists.**

- **Convenient Lists**
    - **Travel, Groceries, Office Supplies, Software Product Codes, Contact Lists, Product Lists etc.**

- **Cool Lists**
    - **Ideas, Quotes, Feel Good File, Jokes, Gifts, CD's, DVD's, videos, books, Restaurants, Vacations.**

4.2.2 Document Template

Project Resource Plan

Project Name:

Department:

Focus Area:

Product/Process:

Prepared By

Document Owner(s)	Project/Organization Role

Project Closure Report Version Control

Version	Date	Author	Change Description

4.2.3 Package Template

```
CREATE OR REPLACE PACKAGE my_template_pkg AUTHID CURRENT_USER
    AS
PROCEDURE main
    (retcode            OUT  VARCHAR2
    ,errbuf             OUT  VARCHAR2
);
END my_template_pkg;
CREATE OR REPLACE PACKAGE BODY my_template_pkg AS
-- GLOBAL Constant
-- GLOBAL VARIABLES
PROCEDURE main                         -- Global Procedure
 (retcode              OUT  VARCHAR2
    ,errbuf              OUT  VARCHAR2
BEGIN
    -- ******* program script *******
END main;
END my_template_pkg;
```

4.2.4 Report Template

4.2.5   Discoverer as a Template

4.2.6   Organizing Folders
Global-Right-Path

_Globalization	Duaa	Jihaad	Shirk
_GRP_Websites	Educations	Kalimaas	Sisters
_Miracle-Truths-DVD_1-God_1-Religion	Eid Mubaarak	Kids - Kids Stories	Slaughter
_Muslim_Ummah_Reformer-Media-News	Fatwaa	Kufr	Smoking
_Siraat-al-Mustaqeem	Foods	Lailatul Qadr & Israa Wal Meraaj	Success in Exam
786	Forgiveness	Language - Mind Your Language	Teenagers
Abortion - A Scriptural Perspective	Frauds - Lies - Cheatings	Laws - Jurisprudence- Islaamic Shariaa Laws	Terrorism - 9-11 - Global Terrorism
Adoption	Friends	Masjid - NOT Mosque	Thanks
AIDS Days	Funeral	Maths_Physics_Chemistry	Torah
Answering Islaam - Open Trial of Islaam	Games	Media	Unity of Muslims (Khilafah the Only solutions to Muslims)
Arabic_Language_Arabic_Qaida	Global_Economic_Solution	Medicine	Wedding
Astrology & Fortuneteller & UNSEEN	Grave Worshipers	Miracle-Truths_Docs	Work
Banking	Hadeeth	Mother_in_Law	Zakaat Calculator
Bible	Hajj & Umrah	Music_Songs_Movies	Allahnames.gif
Biddaa	Halaal and Haraam	Names	AsSalaam_O_Alaikum.gif
Birth - Birth Control	Hijaab	New Year	AsSalaam_O_Alaikum.htm
Buddhism	Hindu Scriptures	Organizing_Skills	Bismillaah.gif
Calendar - Hijree	Holiday	Orphans	Bismillah.htm
Communication	Home - Islaamic Home	Other_Islamic_Docs	Download acrobat reader for pdf files - www.adobe.com.txt
Concepts of Islaam	Human Rights	Parents	Download real-player - www.real-player.com.txt
Cursors Islamic	Hypocrites	Pets	French Character Setting.doc
Dawah	Imaam Mahdi & Dajjaal & UNSEEN	Pictures	Global-Right-Path DVD Contents.doc
Dawah by Dr Zakir Naik - Video	Inheritance	Punishment	Global-Right-Path Title.doc
Death	Internet Users	Quraan	Installation Instructions.txt
Democracy & Elections	Isra And Miraj - A Quranic Look	Ramadan Mubaarak	Label for Global-Right-Path DVD.htm
Disasters-Emergency_Tips_(911)	Itekaf	Salaat	saws.gif
Dividing Islaam & Fitna	Jadu - Magic & its Cure	Screen Savers	
Divorce in the Quran	Janazah-Salaat	Sex Education in Islaam	

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4.2.7   Organizing Files
Siraat-al-Mustaqeem

- _Siraat-al-Mustaqeem.htm
- _Siraat-al-Mustaqeem.zip
- _Siraat-al-Mustaqeem-freewebs.htm
- _Summer-Holiday & Operation-TRU...
- 000-Invitation-to-the-Truth.doc
- 000-Invitation-to-the-Truth.htm
- 000-Invitation-to-the-Truth.pdf
- 001-Questions_to_resolve_before_we...
- 002-Islaamic_Web_Sights.htm
- 003-Effective_Communication.htm
- 004-Dawah-and-My_Way_of_Dawah...
- 005-Basic_Belifes_of_Hinduism_and_...
- 006-Status_of_Hindu_Women_VS_Mu...
- 007-Science_and_Hindu_Scripture.htm
- 008-Muhammad_Peace-Be-Upon-Hi...
- 009-KAL_KI_AVATAR_In_Hindu_Holy_...
- 010-Islaam_Christianity_Judaism.htm
- 011-Allah_in_Islaam_and_Christianity...
- 012-Why_are_so_many_Women_conv...
- 013-Woman_Status_in_Islaam_and_C...
- 014-Former_Christian_Priests.htm
- 015-Christian_Scientists_Declaring_Q...
- 016-Original_Sin.htm
- 017-100+Plus_Clear_Contradictions_i...
- 017b-More-Biblical-Contradictions.h...
- 018-Tough_Questions_and_Easy_Ans...
- 019-Answers_to_Alleged_Contradicti...
- 020-True_Christian_Believer_TEST.htm
- 021-End_Time_Predictions_Gone_Wr...
- 022-Love_of_Allah_Forgivness_Messe...
- 023-How_Sins_will_be_Destroyed_ac...
- 024-Life_of_The_Prophet_Muhamma...
- 025-Education_in_Islaam.htm
- 026-Duaa_for_Getting_Success_in_Ex...
- 026-Duaa_for_Getting_Success_in_Ex...
- 027-Duaas_from_Quraan_Hadeeth.ht...
- 027-Duaas_from_Quraan_Hadeeth.pdf
- 028-Global_Islaamic_Inheritance_Law...
- 028-Global_Islaamic_Inheritance_Law...
- 029-General_Guidelines_for_Internet_...
- 030-Islamic_method_of_Slaughtering...
- 031-FOODS_Ingrdient.htm
- 032-Halaal_Meat.htm
- 032-Halaal_Meat.pdf
- 033-Medical_Uses_of_Honey_Vinegar...
- 034-Ginger-and-Its-Medicinal-Use.ht...
- 035-Signs_of_Weak_Imaan.htm
- 036-Quraan_Our_Weapon_in_the_Wa...
- 037-First_Step_Towards_Perfect_Islaa...
- 037-First_Step_Towards_Perfect_Islaa...
- 037-First_Step_Towards_Perfect_Islaa...
- 037-First_Step_Towards_Perfect_Islaa...
- 037-First_Step_Towards_Perfect_Islaa...
- 038-Error.htm
- 039-Great_Mistake.htm
- 040-Extremely_Dangerous_Shirk.htm
- 041-Aalim_Scholar.htm
- 042-Global_Islamic_Calendar.htm
- 043-Hijaab.htm
- 043-Hijaab.pdf
- 044-MarriageCounseling.htm
- 044-MarriageCounseling.pdf
- 044-MarriageCounseling_Lecture_1_...
- 044-MarriageCounseling_Lecture_2_...
- 044-MarriageCounseling_Lecture_3_...
- 044-MarriageCounseling_Lecture_4_...
- 044-MarriageCounseling_Lecture_5_...
- 044-MarriageCounseling_Lecture_6_...
- 044-MarriageCounseling_Lecture_7_...
- 044-MarriageCounseling_Lecture_8_...
- 044-MarriageCounseling_Lecture_9_...
- 045-Is_Your_Home_an_Islaamic_Hom...
- 046-Music_Songs_Novels_Movies_Th...
- 047-Holiday_in_Islaam.htm
- 048-Priorities.htm
- 049b-Emergency_Tips_911_for_Disas...
- 049-Disasters_Test_or_Punishment.htm
- 050-Time_to_Repent.htm
- 051-Are_We_True_Believers.htm
- 052-Diseases_in_the_Heart.htm
- 053-Hypocrites.htm
- 054-Fitna_eFitna.htm
- 055-United_Prayers_in_Islaam.htm
- 056-Worshipping_Method.htm
- 057-Salaat_ul_Witr.htm
- 058-Friday_Prayers.htm
- 059-SIR-SYED-AHMAD-KHAN_Great...
- 060-Responsibilities_of_a_Muslim.htm
- 061-Solution_to_Present_Problems_o...
- 062-Islaam_and_Sects.htm
- 063-Possible_Cure_to_Shia_and_Sunn...
- 064b-Ultimate_Answers_to_Qadiani_...
- 064-Qadiani_Ahmadiyya_Movement_...
- 065-Journey_from_Tableghi_to_Ahle...
- 066-No_More_Mistakes_No_More_Di...
- 067-Perished_Nation_Migration_Suici...
- 068-Media_Politics_Planning.htm
- 069-United_States_of_Islaam_Steps_t...
- 070-Perfect_Unity_of_Muslim_Umma...
- 071-The_Process_of_an_Islamic_Revo...
- 072-Selection_and_not_Election_in_Is...
- 073-Professional_Election_Islaamic_E...
- 074-Saving_Global_World_From_Glo...
- 075-Muslims_Against_Terrorism.htm
- 076-Islaam_is_Spreading_without_Fo...
- 077b-Jihaad_of_Prophet_Muhammad...
- 077-Jihaad_OFFENSIVE_or_DEFENSIV...
- 078-Global_Counseling.htm
- 079-Liar_to_Quraan_True_Believer_of...
- 080-How_to_Understand_Quraan.htm
- 081-Hadeeths_Extremist.htm
- 082-Truth_about_Hadeeths.htm
- 083-Possible_Cure_to_our_Misconcep...
- 083-Possible_Cure_to_our_Misconcep...
- 083-Possible_Cure_to_our_Misconcep...
- 083-Possible_Cure_to_our_Misconcep...
- 084-Astrology_Forte_teller_UNSEEN...
- 085-Grave_Worshipers.htm
- 086-Punishment_in_the_Grave.htm
- 087-Jesus_Isaa_Peace-Be-Upon-Him_...
- 088-Great_Misconception_of_JESUS_...
- 089-Responsibilities_of_Rasool_Allah...
- 090-Roots_of_Downfall_of_Muslim_U...
- 091-Suicide_by_Smoking.htm
- 092-Are_we_Muslims_during_Ramad...
- 093-During_Ramadan.htm
- 094-Global_Lailatul_Qadar.htm
- 095-Eid_Day.htm
- 096-Global_Day_of_Arafah.htm
- 097-HAJI_JOURNEY_OF_A_LIFE_TIME...
- 098-Driving_and_Anxiety.htm
- 099-Women_Leading_Prayers.htm
- 100-How_to_Become_a_Muslim.doc
- 100-How_to_Become_a_Muslim.htm
- 100-How_to_Become_a_Muslim.pdf
- 101-Selecting_a_Muslim_Name.htm
- 102-Islaamic_Sharia_Law.htm
- 102-Islaamic_Sharia_Law.pdf
- 102-Islaamic_Sharia_Law-Introductio...
- 103-Zakaat-Ushr-Sadaqah.htm
- 103-zakatcalc.xls
- 104-Global_Economic_Solution-Intro...
- 104-Global_Economic_Solution-Intro...
- 105-Shaytaanic_Bombardment.htm
- 106-Concluding_Duaas.htm
- Anti-Viruses_and_Firewalls.doc
- Downloads-all-freewebs.htm
- Duaa_to_Cure_from_Diseases.htm
- Duaa_to_Remember_in_Your_Prayers...
- Eid_Mubaarak.gif
- Extremely-Interesting-Video-Clips-U...
- Global-Family-Tree.pdf
- Global-Right-Path_webs.htm
- index.htm
- Introduction_Irshad-Mahmood.doc
- Introduction_Irshad-Mahmood.pdf
- Islaamic_Sharia_Law.jpg
- Islam-Guide-and-Miracles-of-Quraa...
- JIHAAD - The Biblical type of Jihaad...
- JIHAAD - The Vedas (Hindu Scripture...
- Organizing_Skills.pdf
- Phases_of_the_Moon_2001_to_2100-...
- Quraani_Ahkamaat-Commandments...
- Quraani_Ahkamaat-Commandments...
- Quraani_Ahkamaat-Commandments...
- Quraani_Ahkamaat-Commandments...
- Ramadaan_Mubaarak.jpg
- Ramadaan-Duaas.pdf
- Salaat_Chart.htm
- Salaat_Chart.xls
- Siraat_al_Mustaqeem_Contents.doc
- Siraat_al_Mustaqeem_Contents.xls
- Siraat-al-Mustaqeem.doc
- Siraat-al-Mustaqeem.pdf
- Siraat-al-Mustaqeem_For_Laser-Print...
- Siraat-al-Mustaqeem_For_Laser-Print...
- Siraat-al-Mustaqeem_Takmeel-e-Pak...
- Siraat-al-Mustaqeem-Introduction-E...
- Siraat-al-Mustaqeem-Introduction-E...
- Siraat-al-Mustaqeem-Introduction-U...
- Siraat-al-Mustaqeem-Introduction-U...
- SIR-SYED-AHMAD-KHAN_Great-Mus...
- SIR-SYED-AHMAD-KHAN_Great-Mus...
- Ultimate_Answers_to_Qadiani_Ahma...
- Ummah-Reformer-Lectures-in-email...
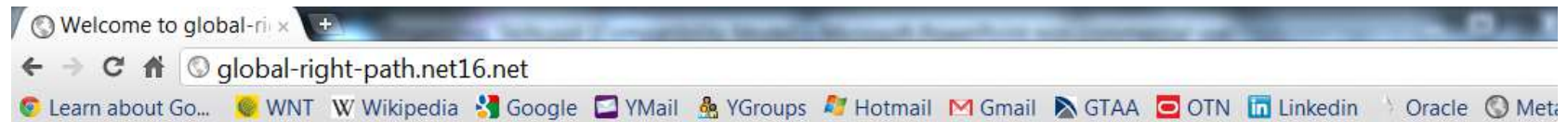- Viruses_and_Bugs_Cleaning_Guide.doc

4.2.8a   Organizing Website
Global Right Path (Siraat-al-Mustaqeem)

4.2.8b   Organizing Website
Global Right Path (Siraat-al-Mustaqeem)

← → C ⌂ global-right-path.net16.net

Learn about Go...   WNT   W Wikipedia   Google   YMail   YGroups   Hotmail   M Gmail   GTAA   OTN   Linkedin   Oracle   Met

Major topics:

1>   Comparative Religion to learn about other religion.
2>   Educates ourselves to do Effective Dawah.
3>   Educates our Kids for the Future of the Peaceful World.
4>   Points out Our Mistakes.
5>   Points out the Roots of Downfall of the Muslim Ummah.
6>   Explains the Possible Cure to our Misconceptions.
7>   Explains Our Responsibilities.
8>   Guides to Set Our Priorities.
9>   Marriage Counseling.
10>   Global Counseling.
11>   Introduction to Global Economic Solution.

And withhold yourself with those who call on their Lord morning and evening desiring His goodwill, and let not your eyes pass from them (always yes sir, till they follow the Quraan and Really Authentic Sunnah), desiring the beauties of this world's life; and do not follow him whose heart We have made unmindful to Our remembrance, and he follows his low desires and his case is one in which due bounds are exceeded. (Al_Quraan_018.028)

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Open-Trial-of-Islaam
Globalization
Islaamic_Sharia_Law
About Irshad Mahmood

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4.2.8c   Organizing Website
Global Right Path (Siraat-al-Mustaqeem)

4.3 Single ID Card
With Picture & Finger Print

- **Instead of going for Multiple ID Cards like below go for Single ID Card with Picture & Finger Print:**
    - **Birth Certificate.**
    - **Social Insurance Card.**
    - **Citizenship Card.**
    - **Passport.**
    - **Driving License.**
    - **Health Card.**
    - **Other Hospital Cards**
    - **Etc.**

Single ID Card
1234-5678-9012
🐻 **12 Digits** 🖐
‖ ‖ ‖‖‖ ‖‖ ‖‖‖ ‖ ‖‖‖‖ ‖‖‖
Bar-Code

- **Germany already started using Finger Print for Banks and moving towards Card Free and their Customers are very happy and more secure.**
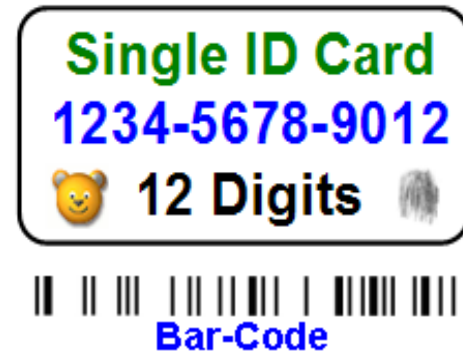
4.4 Life Balance

- **True Effectiveness requires balance in your life:**
    - **Your professional and personal lives.**
    - **Know your daily schedule.**
    - **Positive attitude to increase Productivity.**
    - **Your "outside" should reflect your "inside".**

- **Adjust your time to face Crises/Panic/Breakdown situations.**

4.5 Long-Term Perspective

- **Plan for long term perspective with respective to time.**

  "Live like you are going to die tomorrow; Work like it is going to last forever."

Chinese saying: *Plan ahead*

1-Year: *If you want to plan for ONE year then plant CORN.*

30-Years: *If you want to plan for THIRTY years then plant TREES.*

100-Years: *If you want to plan for HUNDRED years then plant HUMANS.*

Global Family Tree
We all are Cousin Brothers & Cousin Sisters
Single Global Currency   GOLD
Balance the Production Cost   GLOBALLY

Man / Woman
(Adam / Eve)

North   South

East   West

Center

Listen to all - Follow the Truth
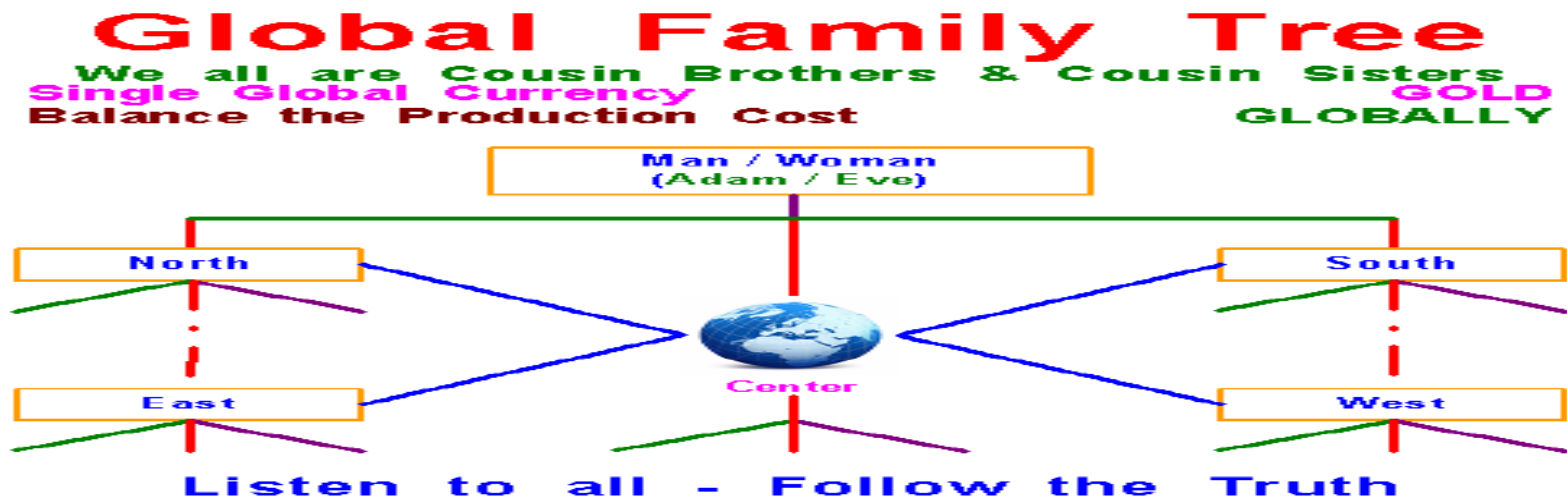
4.6 Quality of Life and The Time Management Matrix

	Urgent	Not Urgent
Important	**Quadrant 1 (Urgency)** ■ Crises/Panic/Breakdown ■ Deadline driven projects, meetings, preparations Average People: **25%** Some People: **80%**	**Quadrant 2 (Quality)** ■ Planning, Preparation, Prevention ■ Goal-setting ■ Learning Average People: **20%** Some People: **9%**
Not Important	**Quadrant 3 (Deception)** ■ Interruptions ■ Phone calls ■ Mail, reports ■ Meetings Average People: **50%** Some People: **10%**	**Quadrant 4 (Waste)** ■ Junk mail ■ Some telephone calls ■ Escape activities Average People: **5%** Some People: **1%**

Health is Better – Life is Better

Computer & Desk Stretches
Approximately 4 Minutes

Sitting at a computer for long periods often causes neck and shoulder stiffness and occasionally lower back pain. Do these stretches every hour or so throughout the day, or whenever you feel stiff. Photocopy this and keep it in drawer. Also, be sure to get up and walk around the office whenever you think of it. You'll feel better!

1 — 10 – 20 Seconds 2 times
2 — 10 – 15 Seconds
3 — 8 – 10 Seconds each side
4 — 15 – 20 Seconds
5 — 3 – 5 seconds 3 times
6 — 10 – 12 seconds each arm
7 — 10 seconds
8 — 10 seconds
9 — 8 – 10 seconds each side
10 — 8 – 10 seconds each side
11 — 10 – 15 seconds 2 times
12 — Shake out hands 8 – 10 seconds
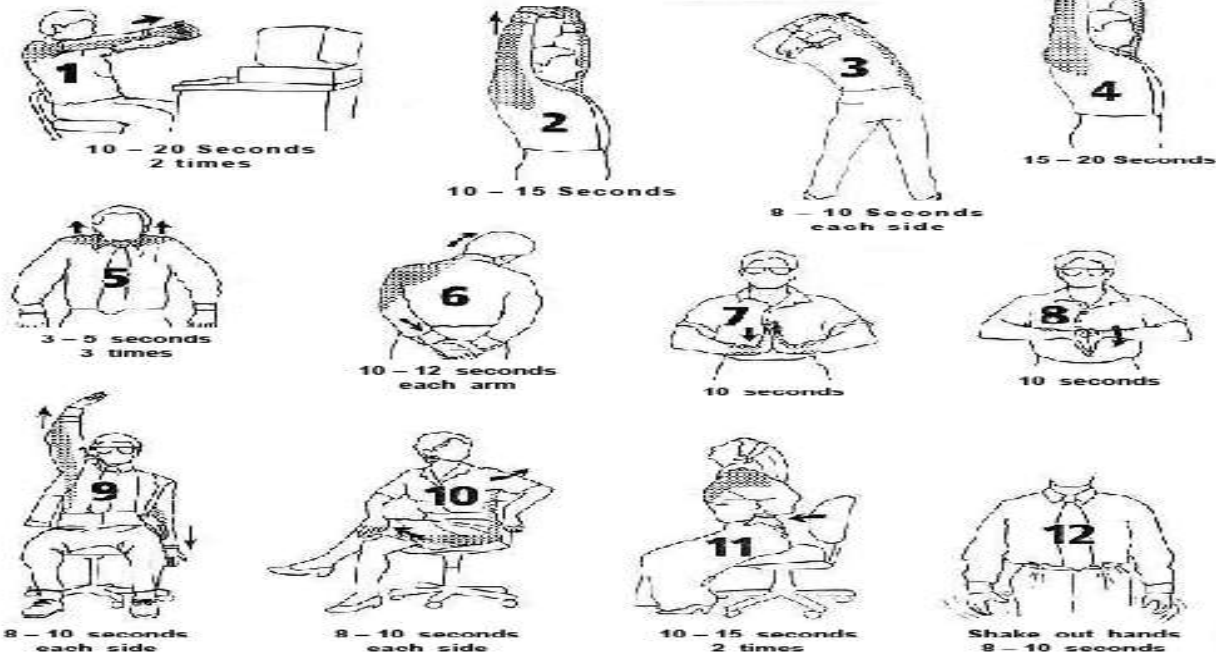
Stretching ©2000 by Bob and Jean Anderson. Shelter Publications, Inc.

Neither Give Tension – Nor Take Tension

Control Your Budget – Avoid Loans

4.8. Relaxing, Rejuvenating, and Rewarding Yourself!

- **Relax your body, mind, and sprit, and enjoy some downtime.**
  - **Take a nap, Sleep in, Read a book, Watch TV, Go fishing, Do nothing etc..**

- **Rejuvenate and treat yourself to an enjoyable activity.**
  - **Mediate, Exercise, Spend time with family & friends, play games etc.**

- **Reward yourself for a job well done!**
  - **Go out for dinner, Watch a movie, Go on vacation, Have a party, Go shopping etc.**

5. Phases of Mastering Your Workflow

5.1   Collect

5.2   Process

5.3   Organize

5.4   Do

5.5   Review

Workflow Diagram

Stuff

In-basket

Is it actionable ? → **No**

Yes

Multi-step Projects

Projects
(Planning)

Projects plan
(Review for actions)

What's the next action?

Goals
(Incubate, tickler file,
hold for review)

Reference
(Retriveable when
needed)

Trash
(Eliminate, ditch it in the
recycling bin)

Will it take less than 2 minutes?

Yes   **No**

Do it   Delegate it   Defer it

Waiting for
(Someone else to do)

Calendar/Planner
(for me to do, specific to
a day or time)

Next Actions
(for me to do as soon as
I can)

Getting Things Done by
David Allen

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5.1 Collect

- **Your mind is a short-term memory part, like a RAM in the computer as a processing tool, not a permanent storage place.**

- **Get rid of your "mental clutter" to achieve a state of zero based thinking. If you can't commit to paper/organizer, how can you commit to the reality?**

- **Identify and collect all "internal incompletes" that are in your mind and pulling your focus and attention to where belongs. *e.g. pay bills, replace electric pencil sharpener*.**

- **Too much information in your minds produces an all-pervasive stress factor whose source you can't usually consciously pinpoint.**

- **Your ability to be productive is directly proportional to your ability to be at peace.**

"This constant, unproductive preoccupation with all the things we have to do is the single largest consumer of time and energy." – Kerry Gleeson

5.2 Process

5.2.1   Stuff

5.2.2   In-Basket (What is it?)

5.2.3   Is it Actionable?

5.2.4   What's the next action?

5.2.5   Will it take less than 2 minutes?

5.2.6   Do it.

5.2.7   Delegate it.

5.2.8   Key Steps to Delegating

5.2.9   Defer it.

"It's hard to think with your tool belt on."
Source: Getting Things Done, David Allen

5.2.1 Process – Stuff

- **Any thing you have allowed into your physical or psychological world that doesn't belong where it is, but for which you haven't yet determined the desired outcome and the next action step.**

- **Stuff can accumulate to be "an amorphous blob of undo ability!"**

- **The key is to capture and organize 100% of the stuff in and with objective tools at hand, not in your mind. And that applies to everything – little or big, personal or professional, urgent or not. Everything.**

5.2.2 Process – In-Basket

- **Ask yourself: "What is it?"**

- **Process does not mean "spend time on". It just means decide what the thing is and what action is required, and then dispatch it accordingly.**

- **In-Baskets could be: physical in-basket, paper-based note-taking device, electronic note-taking device, voice-recording device, or e-mail.**

- **Process the top item first (everything gets processed).**

- **Process one item at a time.**

- **Never put anything back into "in".**

- **Other Ideas?**

5.2.3 Process – Is it Actionable?

- **The answer is either "yes" or "no".**
    - **No, it's not actionable.**
    - **Yes, it's actionable in about 1-2 weeks.**

5.2.4 Process – What's the next action?

- **This is the next, physical visible behaviour on every open loop.**

- **Until you know what the next physical action is, there's still more thinking required before anything can happen.**

- **If you don't decide now, you'll still have to decide at some other point, and what this process is designed to do is actually get us to finish the thinking exercise about the item.**

"Thinking is one of the hardest things to do, which is why so few people engaged in it." – Henry Ford

5.2.5 Process – Will it take less than 2 minutes?

- **Two minutes is a guideline. If you have something which will take 2 minutes, just do it.**

- **If you have an open window of time in which to process your basket, you can modify your cut-off time for each item.**

"One worthwhile task carried to a successful conclusion is worth half-a-hundred half-finished tasks." – *Malcolm S. Forbes*

5.2.6 Process – Do it

- **You don't manage time, information, or priorities. You just have them.**

- **Allocate your limited resources to do the prioritised process, one item at a time.**

- **You have more to do than you can possibly do. You just need to feel good about your choices.**

5.2.7 Process – Delegate it

- Ask yourself, "Am I the best person to be doing this? If not, hand it off to the appropriate party, in a systematic format.

- Delegation is not always downstream. E.g. another department, co-worker, boss, etc.

- Be careful of upward or reverse delegation. Ask "What do you recommend?"

5.2.8 Process – Key Steps to Delegating

- **Identify the task.**
- **Find the right person or train a person.**
- **Explain the assignment.**
- **Explain the benefits.**
- **Specify the standards.**
- **Discuss deadlines.**
- **Encourage questions.**
- **Conduct unscheduled status checks.**
- **Evaluate results.**
- **Praise/suggest improvements.**

5.2.9 Process – Defer it

- **If the action will take longer than two minutes, and you are the right person to do it, then defer acting on it until later.**

- **Assign your work to your Calendar/Planner or your Next Action lists.**

5.3. Organize

5.3.1   Goals

5.3.2   Reference

5.3.3   Trash

5.3.4   Calendar/Planner

5.3.5   Next Actions

5.3.6   Waiting for

5.3.7   Projects Planning

5.3.8   Your Workspace

5.3.9   Organize – Your Workspace

5.3.10   Overcoming Procrastination

5.3.11   Anticipating Problems

5.3.1 Organize - Goals

- **Make your Goals SMART:**
    - **S**pecific: Goal should be specific & Prioritised.
    - **M**easurable: Establish concrete criteria for measuring progress.
    - **A**ction-oriented: Goal should be actionable.
    - **R**ealistic: Goal should be realistic.
    - **T**ime-bound: Goal should have a deadline.

"Once you have a clear picture of your priorities, that is values, goals, and high leverage activities, organize around them." – Stephen Covey

5.3.2 Organize - Reference

- **Make your filing system fast and functional.**
- **Make your reference system simple and workable.**
- **Keep your general reference files at hands' reach.**
- **Use one Alpha-Numeric system.**
- **Label your file folders.**

"Update and eliminate, or you will accumulate." – Dan Burrs

Folders   **Labels**   **Filing System**

5.3.3 Organize - Trash

- **Purge your files at least once a year – have a "Dumpster Day."**

- **Cleanup up your unwanted emails at least once a month.**

5.3.4 Organize – Calendar/Planner

- **Get your organizing tools that you love to use. E.g. Microsoft Outlook and other emails have very good Calendar planners. Other options are PDA's or Cell Phones like BlackBerry.**

- **Manage your lists as regularly as possible.**

- **Respect your time.**
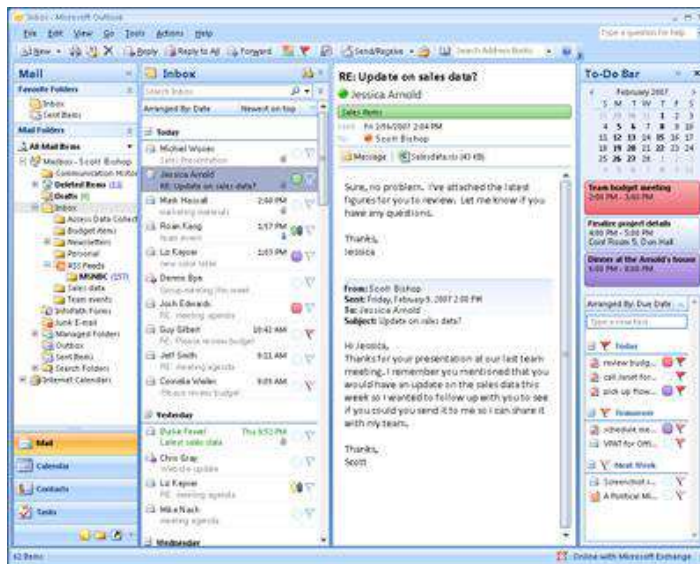
5.3.5 Organize – Next Actions

- **Capture any longer-than-two-minutes task on your list.**

- **Examples are:**
    - **Telephone calls**
    - **E-mails**
    - **Household tasks**
    - **Office Work**
    - **Agendas for people and meetings**

5.3.6 Organize – Waiting for

- **Keep an active file, folder, or list of actions that are up to someone else.**

- **Record on your calendar/planner to follow up and check the status.**

- **Review this list as often as necessary.**

"Assume nothing. Blame nobody. Do something."

5.3.7 Organize – Projects Planning

- **Projects are defined as "*any desired result that requires more than one action step, or multi-steps*."**

- **You must take the time to figure out all the steps in the lifecycle of your project phases: start, plan, implement, and close.**

Plan ahead

Carpenter/Cooper/Glenn/Grissom/Schirra/Shepard/Slayton
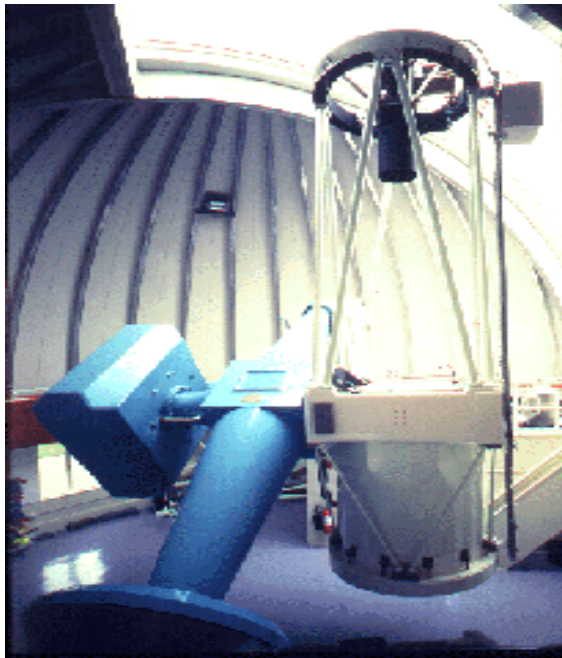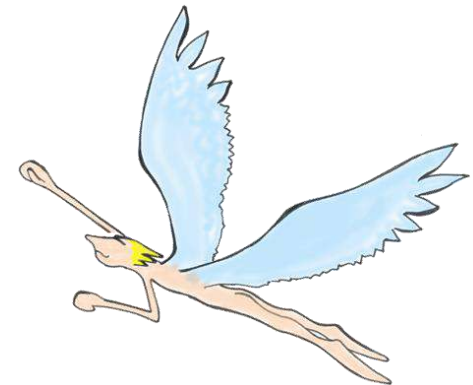
5.3.8 Organize – File Organizer

- **Use File Organizers to simplify the tracking of date-related items depending on your requirement.**
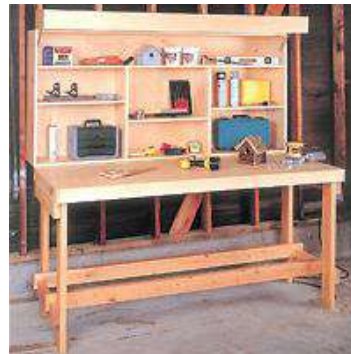
Folders

Labels

Filing System

5.3.9 Organize – Your Workspace

- Your space is divided into activity zones. E.g. meeting/reading room, computer desk, workbench, lunch room, etc.

- It's easy to focus on one activity at a time.

- Items are stored at their point of use.

- It's fun to put things away – everything has a home.

- There's a visual menu of everything that's important.

"Your desk is a place to get things done, not a place to store stuff." – *Julie Morgenstern*
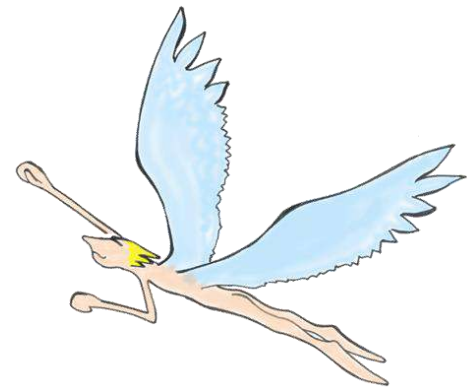
5.3.10. Overcoming Procrastination

- **Techniques to overcome procrastination:**
  - **How do You Eat an Elephant?** **One Bite at a Time**
  - **A Positive Attitude**
  - **Visualize Success/Failure** **Worst Case Scenario**
  - **Goal should be Specific, Measurable, Action-oriented, Realistic, Time-bound.**

"Nothing is particularly hard if you divide it into small jobs." – Henry Ford

5.3.11. Anticipating Problems

- "*If anything can go wrong, it will.*" *Murphy's 3rd Law*.

- Backup the information (Hardcopy – Softcopy).

- Plan for Disaster Recovery.

- Be ready for the Plan-B or Plan-C.

- Emergency and Key contact information.

- Think and plan the way you do the week before you go away on vacation.

- Clean, Clear, and Confirm.

Plan ahead

5.4. Do

5.4.1   Types of Daily Work

5.4.2   Factors for Determining What to Do

5.4.3   Key to Success

5.4.4   Multitasking

5.4.1. Do – Types of Daily Work

- **Doing predefined work from your Next Actions list.**

- **Doing work as it shows up for Crises / Panic / Breakdown situations.**

- **Defining/Planning your work.**

5.4 .2. Do – Factors for Determining What to Do

5.4.2.1   Context

5.4.2.2   Time Available

5.4.2.3   Resources (Tools/Manpower) Available

5.4.2.4   Priority

5.4.2.1 Factors for Determining What to Do: Context

- **Organize your Dos and Don'ts lists and prepare agendas.**

- **Cluster (group similar actions together) your work for maximum efficiency.**

5.4.2.2 Factors for Determining What to Do: Time available

- **Be realistic and organized on doing things in the available time.**

- **Exact Time required to do a task is invisible.**

- **Some tasks may take much longer than you think.**

- **Be positive and be dedicated.**

5.4.2.3 Factors for Determining What to Do: Resources (Tools/Manpower) Available

- **Match your resources to your requirements.**

- **Apply the best possible resources for each requirement.**

- **There are always other ways to do things.**

- **Always look for Second or Third opinions then select the one you like best.**

5.4.2.4 Factors for Determining What to Do: Priority

- **Get organized and prioritise your work to do the most important tasks first and on schedule.**
    - **Urgency :**   **short range**
    - **Important:**   **long range**
    - **Low priority:**   **other**
- **Remember your key result areas.**
    - **Plan**
    - **Design**
    - **Develop**
    - **Test**
    - **Produce**
    - **Maintain**
- **Use your valuable time effectively.**

5.4.3 Do: Key to Success

- **80-20 Rule**
  - **80% of your results (effects) comes from 20% of your actions (causes). – Pareto principle**

- **Focus on vital issues.**

- **Focus on one item at a time instead of many.**

- **Manage your schedule, efforts, and priorities regularly in a systematized way to increase your productivity.**

Work on System – Keep in Sequence

5.4.4 Do: Multitasking

- **Use your time efficiently to do Multitasking.**

- **You may usually get slot of spare time during your high level tasks, on which you can do other low level tasks.**

- **Always remember to process one item at a time.**
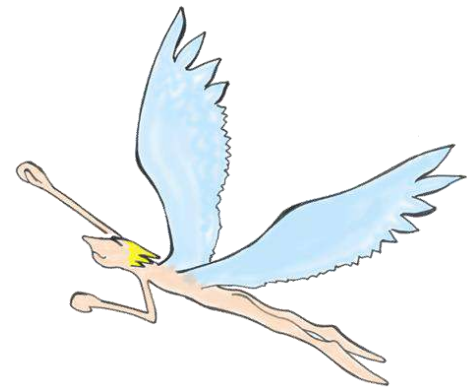
5.5. Review

5.5.1   Daily Review

5.5.2   Weekly Review

5.5.3   Monthly Review

5.5.4   Quarterly Review
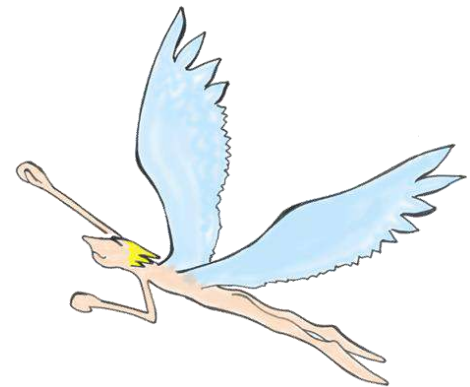
5.5.5   Yearly Review

Plan ahead

5.5.1 Review – Daily Review

- **Write down the tasks.**

- **Prioritise the tasks.**

- **Work on task # 1 until it is completed.**

- **Then work on task # 2, and so on.**
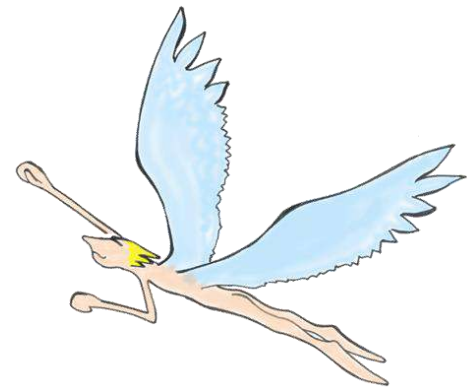
- **The secret is to do this daily.**

Plan ahead

5.5.2 Review – Weekly Review

- **Gather and process all your tasks.**

- **Review and update your lists.**

- **Plan ahead to face Crises/Panic/Breakdown situations.**

Plan ahead

5.5.3 Review – Monthly, Quarterly, and Yearly Review

- **Review and update your lists as required.**

- **Take any necessary actions on Key issues.**

- **Plan ahead to face Crises/Panic/Breakdown situations.**

- **Clean up your unwanted items from your list – have a "Dumpster Day".**

- **Learn from your mistakes. Those who learn from others mistakes are very smart.**

Plan ahead
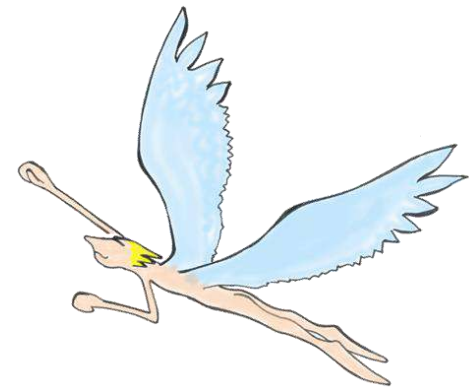
We have learned much

And

Yet there is much to learn

Never stop Listening, Learning and Reading

7. References
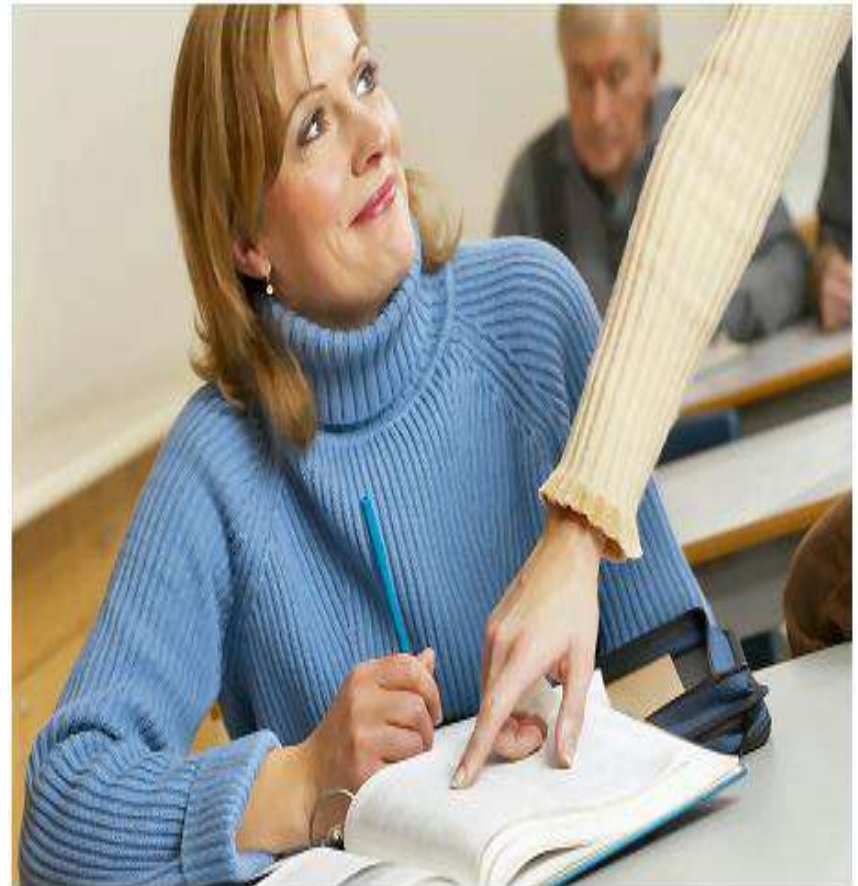
- **Time Management and Organizing Skills, Performance Training Solutions.**

- **Plain Language Workshop, Showcase Ontario 2006.**

Question ?

Answer !

9. Evaluations

Please take a few minutes to assist the project team with our performance evaluation.

Please circle the number of choice: (5) Strongly Agree (4) Somewhat Agree (3) Neither Agree or Disagree (2) Somewhat Disagree (1) Strongly Disagree (0) Not Applicable

A. Topics and Content	Strongly Agree				Strongly Disagree	
1. The Organizing Skills subject matter was of high interest to me.	5	4	3	2	1	0
2. I was the right person to receive this information.	5	4	3	2	1	0
3. The document contained the right amount of information.	5	4	3	2	1	0
4. The document provided me with information required to do my job better.	5	4	3	2	1	0
5. I would like more of this type of information.	5	4	3	2	1	0
B. Speakers and Session Leaders						
1. The most appropriate presenters were used.	5	4	3	2	1	0
2. Speakers were effective and communicated subject matter clearly.	5	4	3	2	1	0
3. Presentation speaker was responsive to questions and comments.	5	4	3	2	1	0
C. Achieved Value	Strongly Agree				Strongly Disagree	
1. I am better able to organized with the projects/tasks as a result of this session.	5	4	3	2	1	0
2. It increased my awareness of what I need to do to get organized for any tasks.	5	4	3	2	1	0
3. I have a better understanding of how organized I can be to assist other project teams to achieve their milestones.	5	4	3	2	1	0
4. It increased my awareness of what my project team needs to be done in an organized way.	5	4	3	2	1	0
5. Overall, the Organizing Skills was of value to me.	5	4	3	2	1	0
D. Comments and Suggestions for Improvement						

Thank you for your feedback.

Congratulations!