



Hamilton County HRD's Follow-Up Flash: Organizing Skills

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One Organizing Tip That Can Make a HUGE Difference In 2010

“Do these three things before you leave the office:

1. Clear your desk;
2. Plan tomorrow's activities;
3. Enter your next day's to-do list in your organizer.

Then go home. Planning the next day before you leave reduces stress and allows you to enjoy your time away from the office.”

~ 175 Ways To Get more Done In Less Time
By David Cottrell and Mark C. Layton

Happy new year, everyone!
We in HRD wish you all the best in 2010!

*Good luck with your organizing!
And if you want to brag, we want to listen!
Contact HRD with your organizing
success stories.
Call Lisa Doerger at 946-4713
or e-mail lisa.doerger@hamilton-co.org .*



The Organizing Process

1. Evaluate what is working and what is not.
2. Set SMART goals.
3. Sort and purge.
4. Assign everything a home.
5. Use the system.
6. Evaluate the system.
7. Continuously improve the system.