CONTROL THE CHAOS AND CLEAR OUT THE CLUTTER

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Clutter and Chaos — Why?

Distractions:

Types of Disorganization

<table>
<thead>
<tr>
<th>Situational Disorganization</th>
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<tbody>
<tr>
<td>Habitual Disorganization</td>
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<td>Historical Disorganization</td>
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<td>Social Disorganization</td>
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<td>Chronic Disorganization</td>
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Types of Clutter

<table>
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<tr>
<th>Physical</th>
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<tbody>
<tr>
<td>Digital</td>
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<tr>
<td>Mental</td>
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Thoughts that keep us disorganized:
Getting Started

A Place for Everything

Filing system

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Magic Box

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Tickler System

- 30 days
- 12 Months
- Years

General Space

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Projects/Goals/Objectives, Tasks, and To-Do Items

Projects/Goals/Objectives

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Lists

- Tasks
- To-Do Items

Prioritization

- Priority (1 – 5)
- Due Date
- Tickler Date
- Priority Category

[Diagram showing a matrix for impact vs. effort with categories such as "Quick Wins," "Major Projects," "Fill Ins," and "Hard Slogs".]
Plan and Schedule

Review Lists
- Monthly
- Weekly
- Daily

Sort the List
- By Project/Goal/Objectives
- By Due Date and Priority
- By Priority Category
- By Tickler Date

Calendar Scheduling
- Appointments
- Recurring
  - Scheduling
  - Email/VM/Paperwork
- Tasks/To-Do Items
Habits – Daily Grind

Change Habits

Touch it Once
- Do It
- Dump It / File It
- Defer It
- Delegate It

Minimize Distractions
- Move In-Box
- Move Candy Tray
- Ignore (until scheduled time)
  - Phone calls
  - Emails
  - Texts
  - LinkedIn Updates

Mini Agendas