HOW to Organize Anything

From stuff to tasks to digital assets

Outline

Topics Covered

Basic principles of physical organization

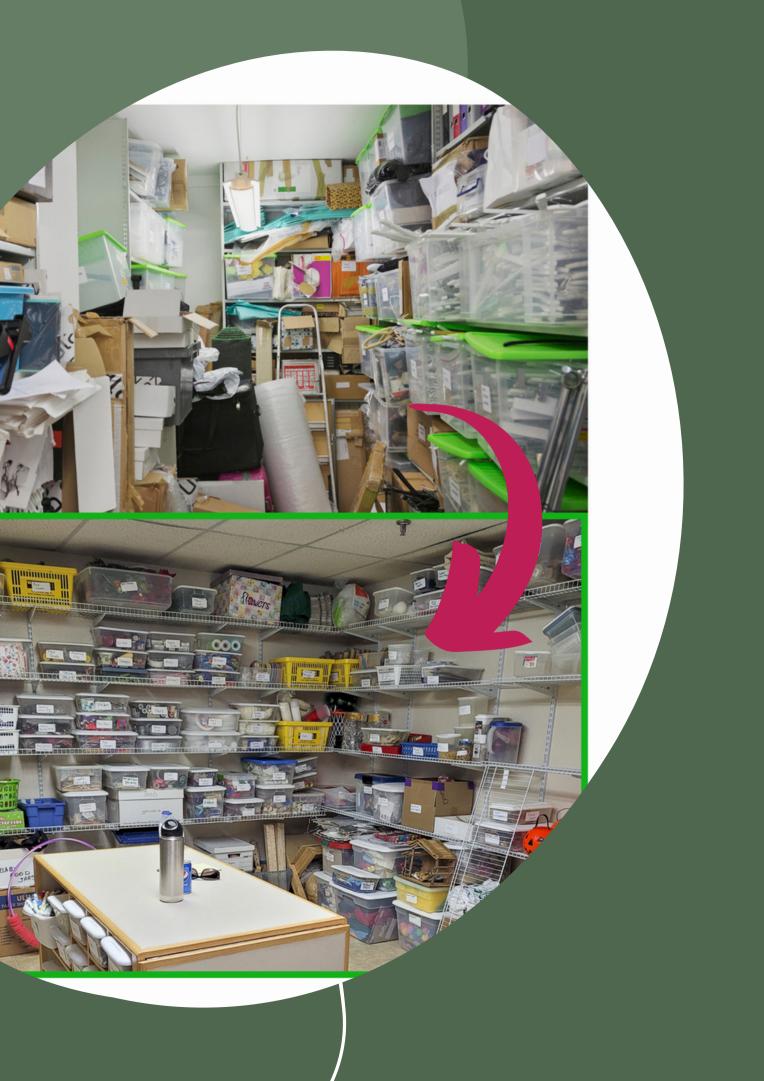
How they apply to digital assets

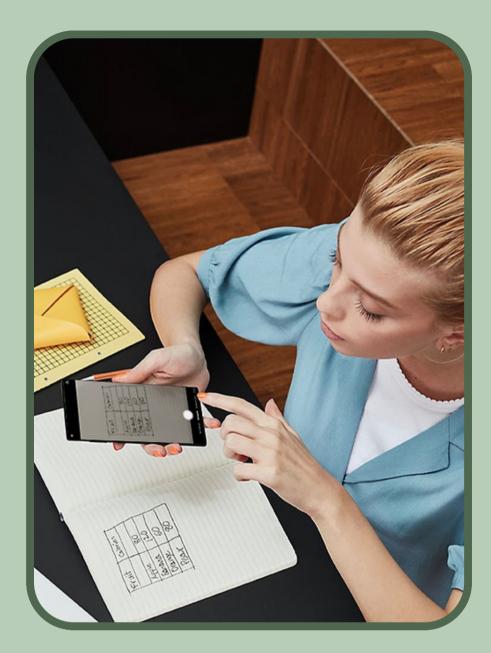
Q&A and case studies

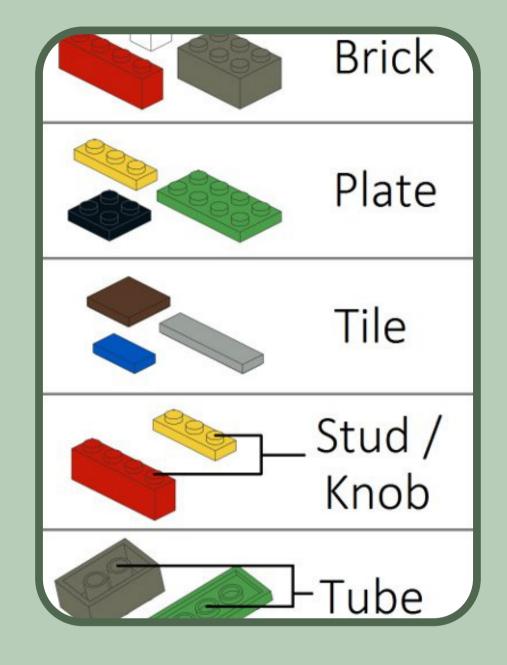
How they apply to task lists

Organizing Your Space

The basic principles of physical organization and how they apply to the stuff that we all accumulate and need to store







Keep less stuff!

Digitize it or ditch it.

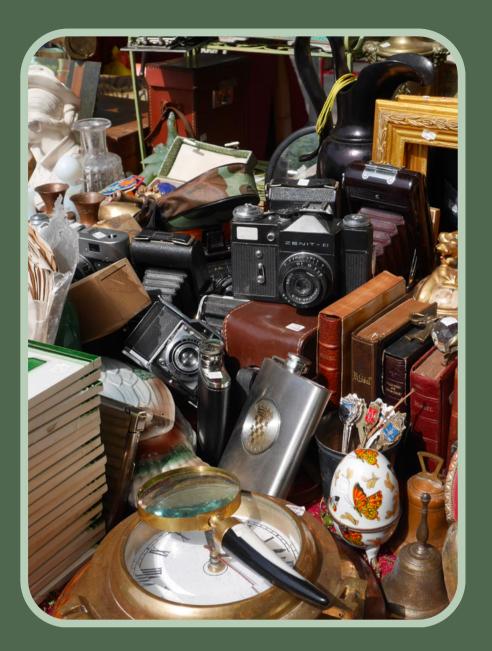
Group by type

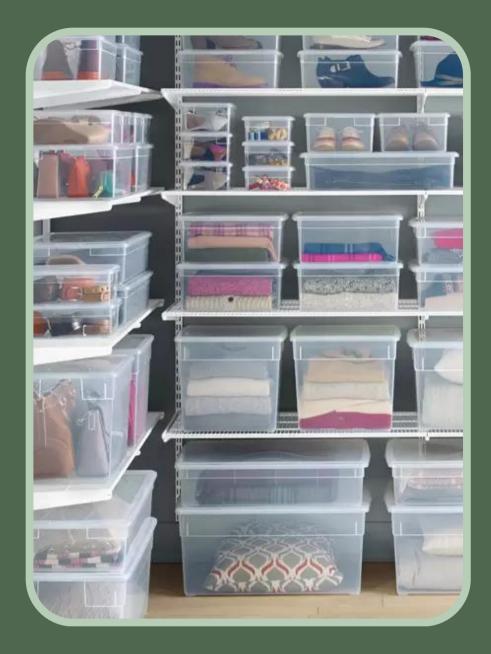
Similar items or items for similar tasks go together.



Active vs passive zones

Make frequently used stuff is easy to get to.





Staging area

Have a designated drop zone for items to be sorted.

Clear containers

You can't find what you can't see. Make it easy.



Be realistic

Know thyself and thy team. What's reasonable, realistic, and sustainable?



To-dos With Your To-dos.

How the principles of organization apply to your task list and your team work flow

The Eisenhower Matrix

	Urgent	Not urgent					
Important	Do: Tasks with deadlines or consequences.	Schedule: Tasks with unclear deadlines that contribute to long-term success.					
Not important	Delegate: Tasks that must get done but don't require your specific skill set.	Delete: Distractions and unnecessary tasks.					
👶 asana							

Keep less stuff

The Eisenhower Matrix can help you declutter your list and find the real dos and don'ts.

Break larger goals into smaller, discrete, managable tasks



Group by type

Keeping the Team on Task

Beware of fire alarms

Things come up, and they often seem exceedingly important. They often aren't. But they are extremely distracting.

Use a paper list

A paper or other physical to-do list can work wonders in helping you keep track of all the little thoughts and ideas that pop up randomly. Centralize reports and updates

Create a centralized location for all team documents, status reports, updates, and deadlines.

Automate

Auto-assign tasks, set up alert emails when an update is posted, set up reminders, USE CHATGPT!



Amount of their time that the average worker spends working on tasks that have been completed before

236 hours

Annual amount of time lost to duplication

26%

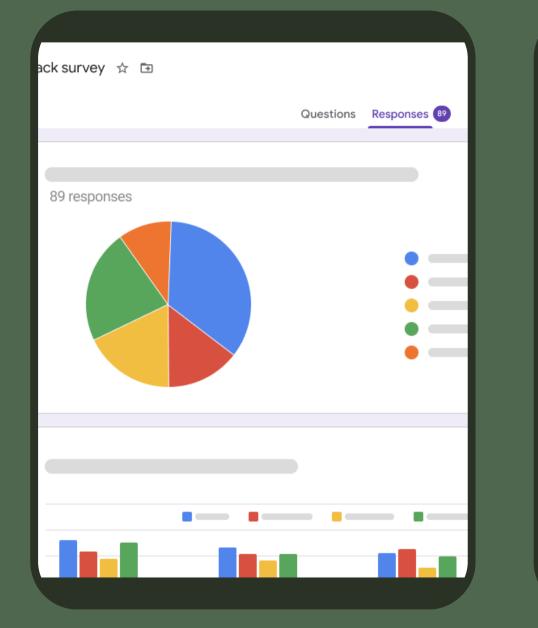
Weekly deadlines that are missed

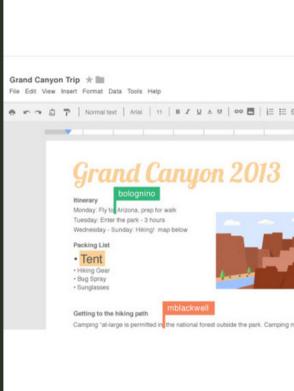




Digital Data Organization

Keep your bytes digestible



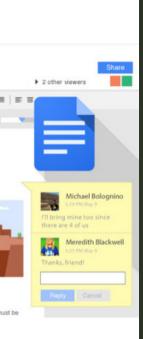


Forms/Surveys

Collect data and organize it visually without having to input data, and reduce dirty data.

Documents

Give the whole team access to links to relevant information, the ability to comment, or folder directories.



		-	6						
	6	Ð			023 SFEA	Physica	Assets	,	
	Brand	Model	Identifier	Yr acquire	d Quantity	Bin	Location	Includes	Notes
e screens table sign base I-repeat banner	Towond	100"		2023	4		Nashville Nashville	6 poles, 2 tripods, 1 screen, 2 brackets, 4 end caps, 6 wall hangers base, extension pole	
I-repeat banner					i		Nashulla	vinel background. If frame poles, 2 metal feet	
t evergreen signage (2'x3')				2023	13	tall box	Nashville	breakout 1/2/3, showcase, M &T hosp, registration, lighting, president's cup, opening night party, k awards gala, mario kart wall	thank you sponsors si
ed paper roundtable signs (12"x9"								children's activities, politics & parades, balloon animals, event guides, k awards, d	lata,
9	Cassio	XI-A160V	5/N: V032C8KF15-018786	2023	8	tall box	Nashville	children's activities, politics & parades, balloon animals, event guides, k awards, d irregular operations, marketing/pr (attached) lens cap, power cord, remote (no batteries), manual, manual disc	2500 lumens
r	DBPOWER	T20 mini		2018	1		Nashwille		1500 lumens, no box
	DBPOWER DBPOWER DBPOWER	T20 mini T20 mini		2018	-		Nashuille Nashuille	power cont, 3/1 audio cord power cont, 3/1 audio cord, remote, 2 AAA batteries, manual	1500 lumens 1500 lumens
e vancer vancer				2023	- i -	tool cart	Nashville	AAA battery, USB dongle, manual	
vancer plitter	Kensington REI	33374-D HD-104	5/N: C134246299		1	tool box tool cart	Nashuile Nashuile	2 AAA batteries, USB dongle power cond	no box 4 output ports
	Sima	XL-PRO-SPK			1		Nashuille	2 wired speakers	wired
dl cord dl cord with ethernet	Sima Blue Rigger	XL-PRO-SPK			1	and here	Nashville Nashville	2 wired speakers	wired
di cord with ethernet	Amazon Basics				1	tool cart	Nashulle		
	Intertek				1	tool cart	Nashville Nashville		1
nsion cord surge protector nsion cord	Apolio		orange white		4	tool box	Nashville		1 port 1 port
nsion cord	Monoprice				1	tool box tool cart	Nashville		
cable USB 2.0 cord	Ugreen				2	tool cart tool box	Nashville		
USB 2.0 cord	Ugreen Tripp-Lite		hind		1	tool cart	Nashulle		Name and Annual An
otector power strip otector power strip			black white		3	tool cart tool box	Nashville Nashville		7 ports, including a br 6 ports
	Comin				2	tool box	Nashville		
lightning cord red mouse	JW Amazon Basics				1	tool box tool box	Nashville Nashville		
es						tool box	Nashville		long strips to cut to si
ble rolling tool cart	Tough Built			2023	1		Nashville	Cassio projector, tilde advancer, 28' HDM/Jethernet cord, 3' HDMI cord, 25' extension cord, 7 pour power strip, HDMI splitter, 6' USB cord, 6' VGA cord power strips, x1, 5' HDMI cord, 25' VGA colde, 25' extension cords eA, stide advancer, mouse, aux audio cords, lightning cord, 6' USB cords x2, veloco tes	
								power strips x3, 35' HDMI cord, 25' VGA cable, 25' extension cords x4,	
					1		Nashville	slide advancer, mouse, aux audio cords, lightning cord, 6' USB conds x2, veloro ties	1
sk graph paper					1 peck				
					1				
stop sp (power cord, screen protector, protective II case, carrying sleeve case)									
Il case, carrying sleeve case)					1				
Receipt book start: 680069 struments Calculator					1				
adge paper (36 badges) mond shaped paper weights					1				
inext black cert holders					9				
rawl & NCSFF event shirts various sizes									
double raffle tickets/ white/KEEP THIS double raffle tickets/ red /KEEP THIS					1				
single raffle tickets/ white/ADMIT ONE					1				
nvelopes					9				
ote cards									
Post it Notes					89				
Pens lored 8 inch zip ties					75 I pack				
yards (new)					24				
omber buttons ice member button					multi				
for button					muhi				
ns Manager badge					1				
e top easels els					2				
tter					1				
EA/IIA string backpacks									
EA tote bag pks each) certificate holders					1				
pks each) certificate holders Ige cardstock					1 pack				
nk checks 2585 - 2750 OLD ADDRESS hard drive wihistorical information/all past ED					1				
re from Lisa McCray					1				
dire cup					6				
leaders mmittee" sign					2				
pplies					various				
ash Drives (STS/Miles)					2				
: Martin Lane, Chairman	Dute:								
e:									
Jamie McCormick, Operations Manager	Dute:								

Spreadsheets

Store stats, inventories, or links to important images and sort data by multiple criteria.



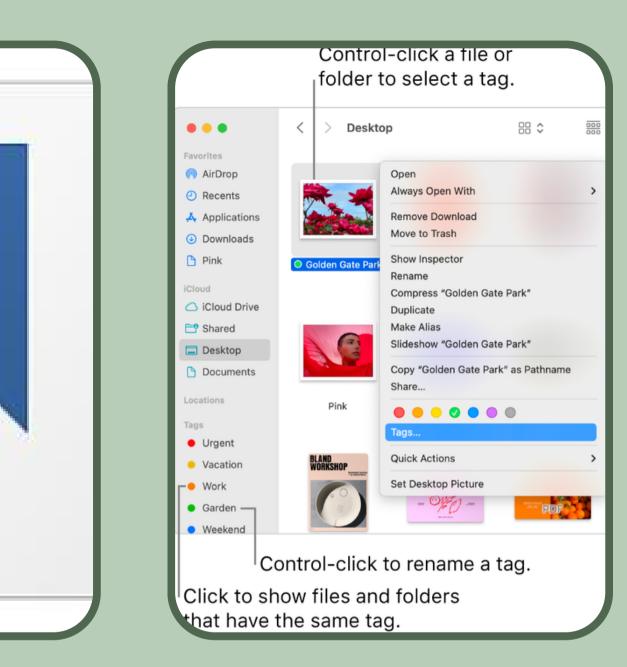


Templates

Duplicate a file, not your effort.

Shortcuts

Keep one version in one place, and link to it. Then updates only need to happen once.



Tagging

Be specific, but think about how you'll likely be using the files.



Let's delve into specific cases.

