



# How to Organize Anything

From stuff to tasks to digital assets

# Outline

## Topics Covered

Basic principles of physical organization

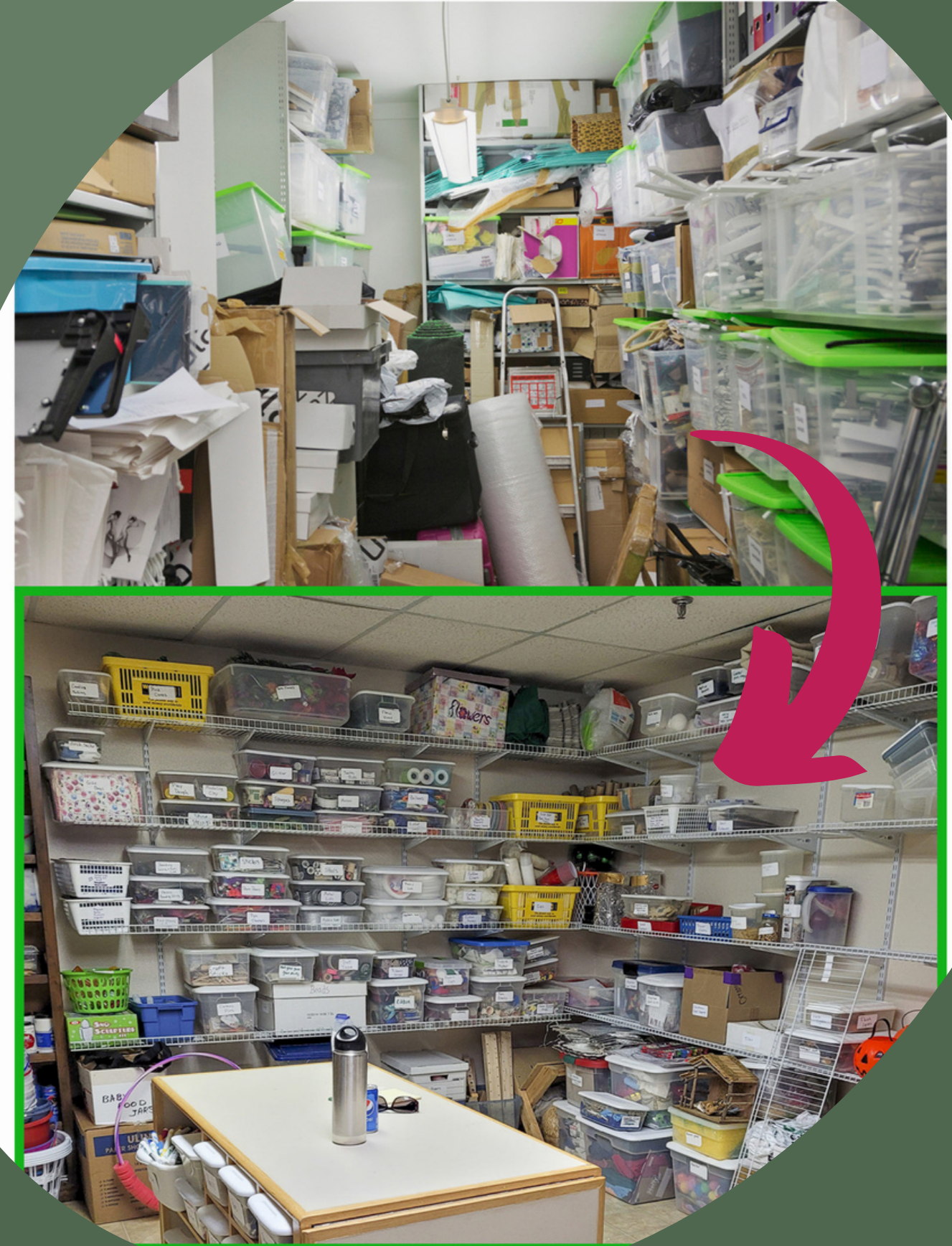
How they apply to task lists

How they apply to digital assets

Q&A and case studies

# Organizing Your Space

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

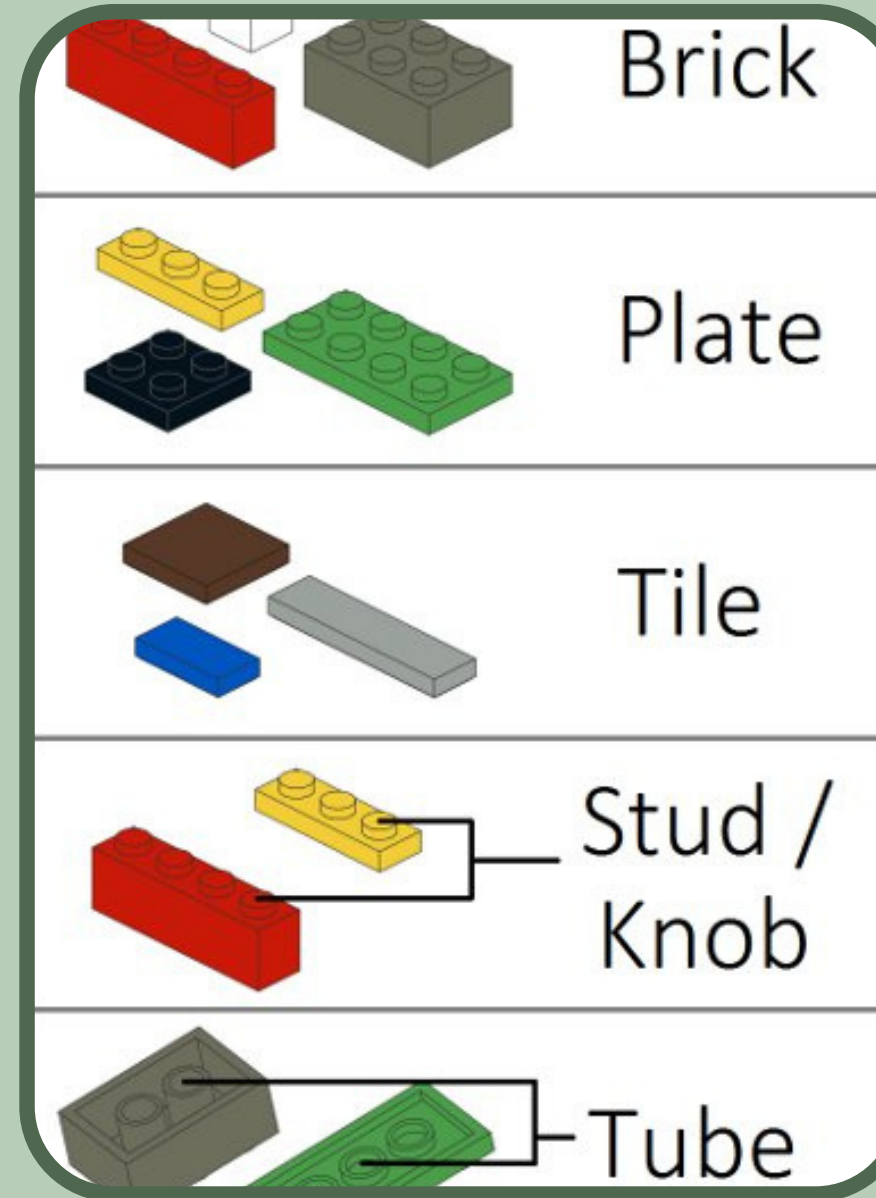






Keep less stuff!

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

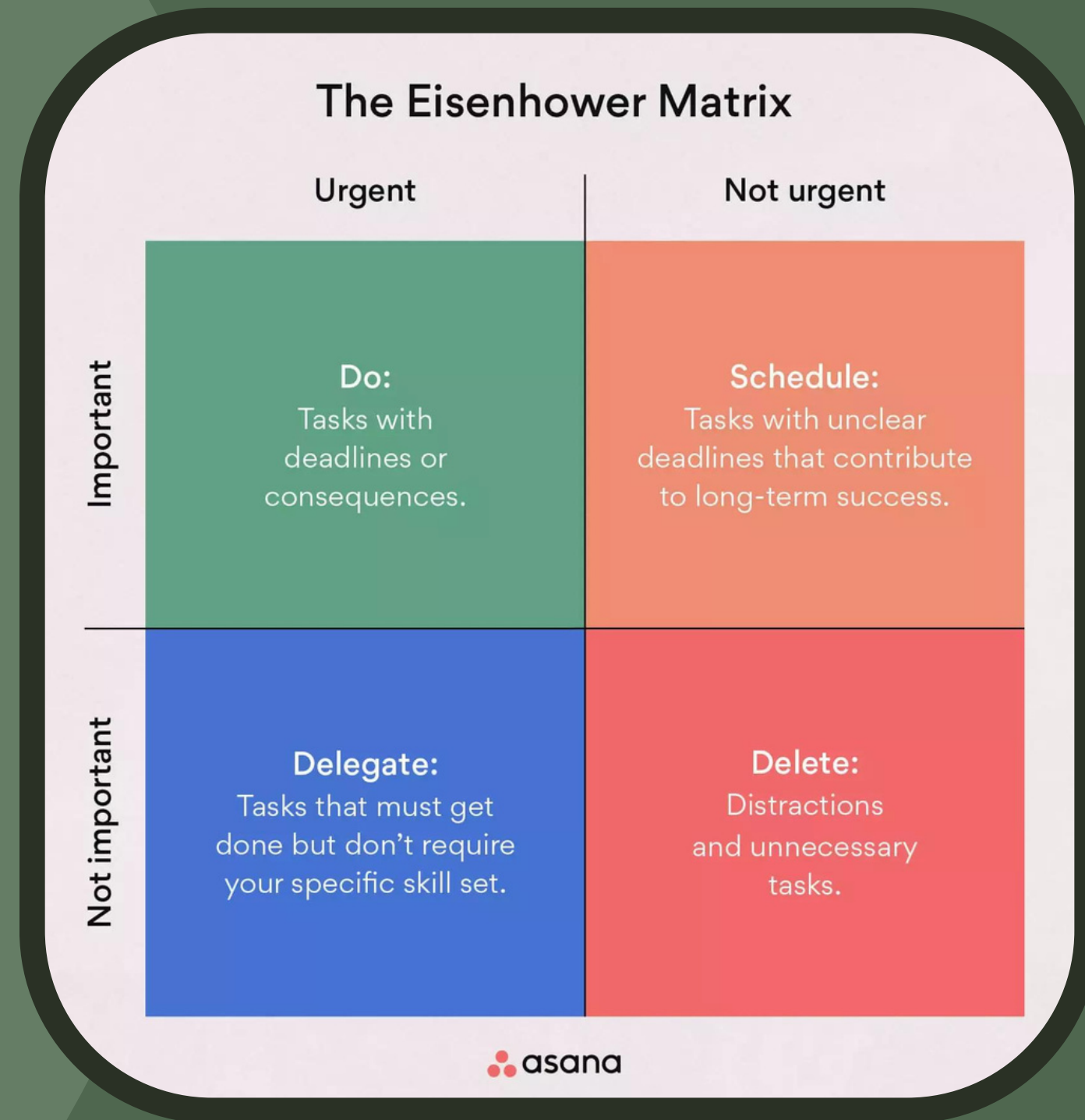
Know thyself and thy team.  
What's reasonable, realistic,  
and sustainable?





# To-dos With Your To-dos.

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



## Keep less stuff

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



## Group by type

Break larger goals into smaller, discrete, manageable tasks



# 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!



# 13%

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%

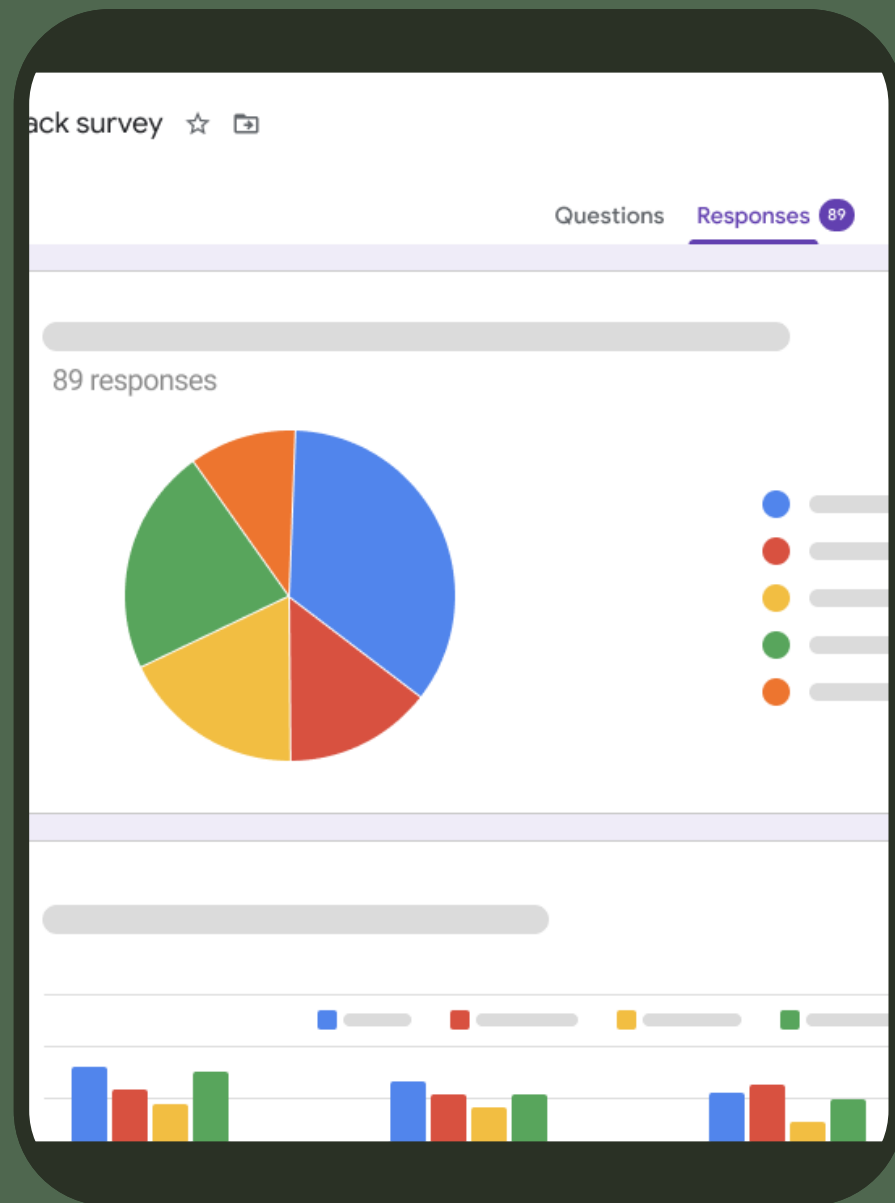
Weekly deadlines that are missed



# Digital Data Organization

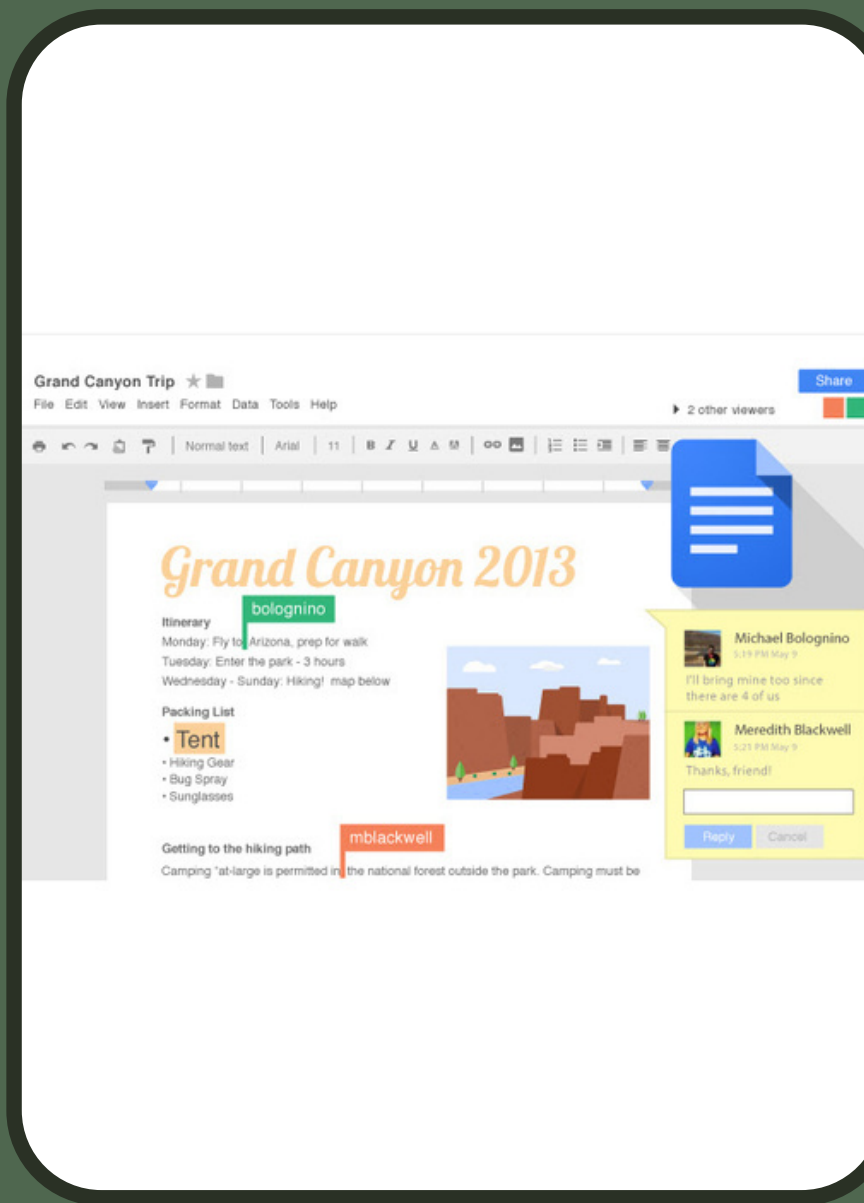
Keep your bytes digestible





## 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.

A screenshot of a spreadsheet titled "2023 SFEA Physical Assets". The table lists various physical assets with columns for Brand, Model, Identifier, Yr acquired, Quantity, Bin, Location, and Notes. The data is organized into rows for various assets like power cords, cables, and tools.

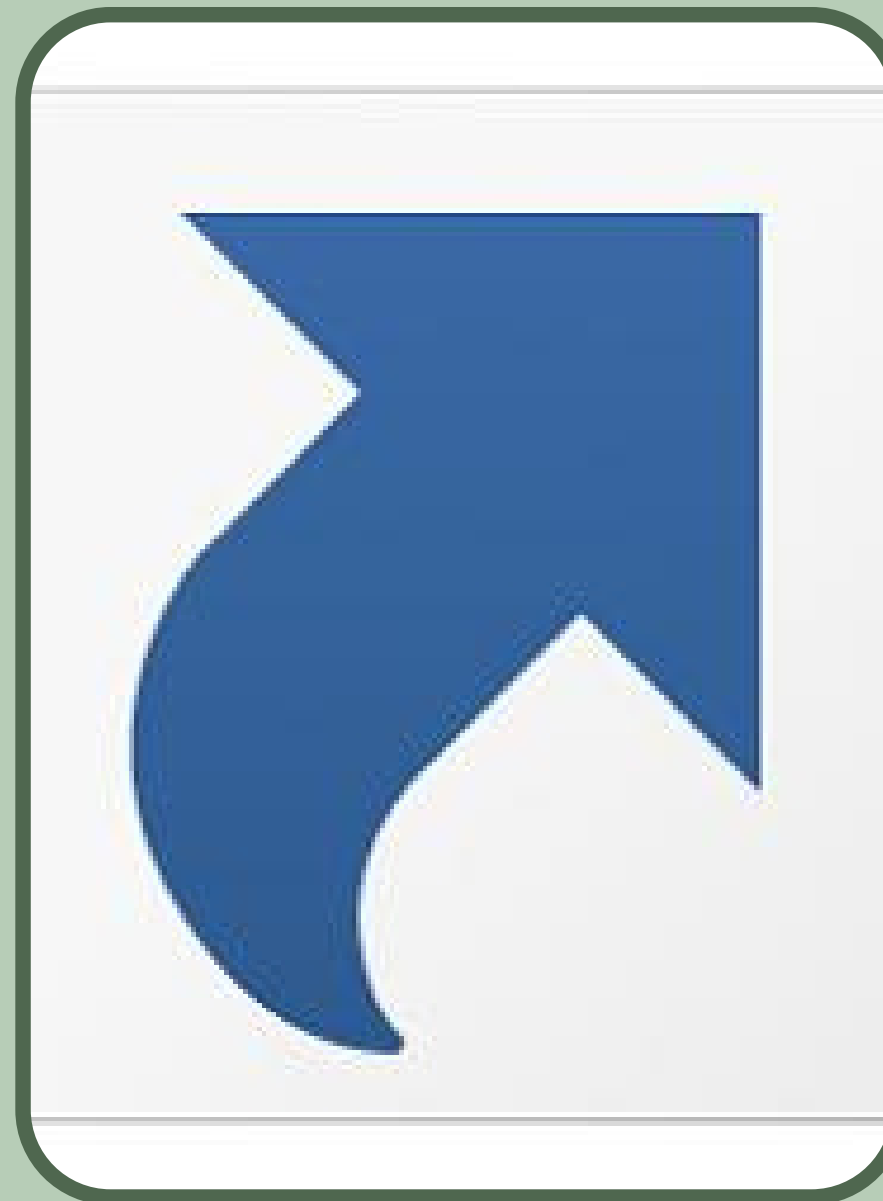
## Spreadsheets

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



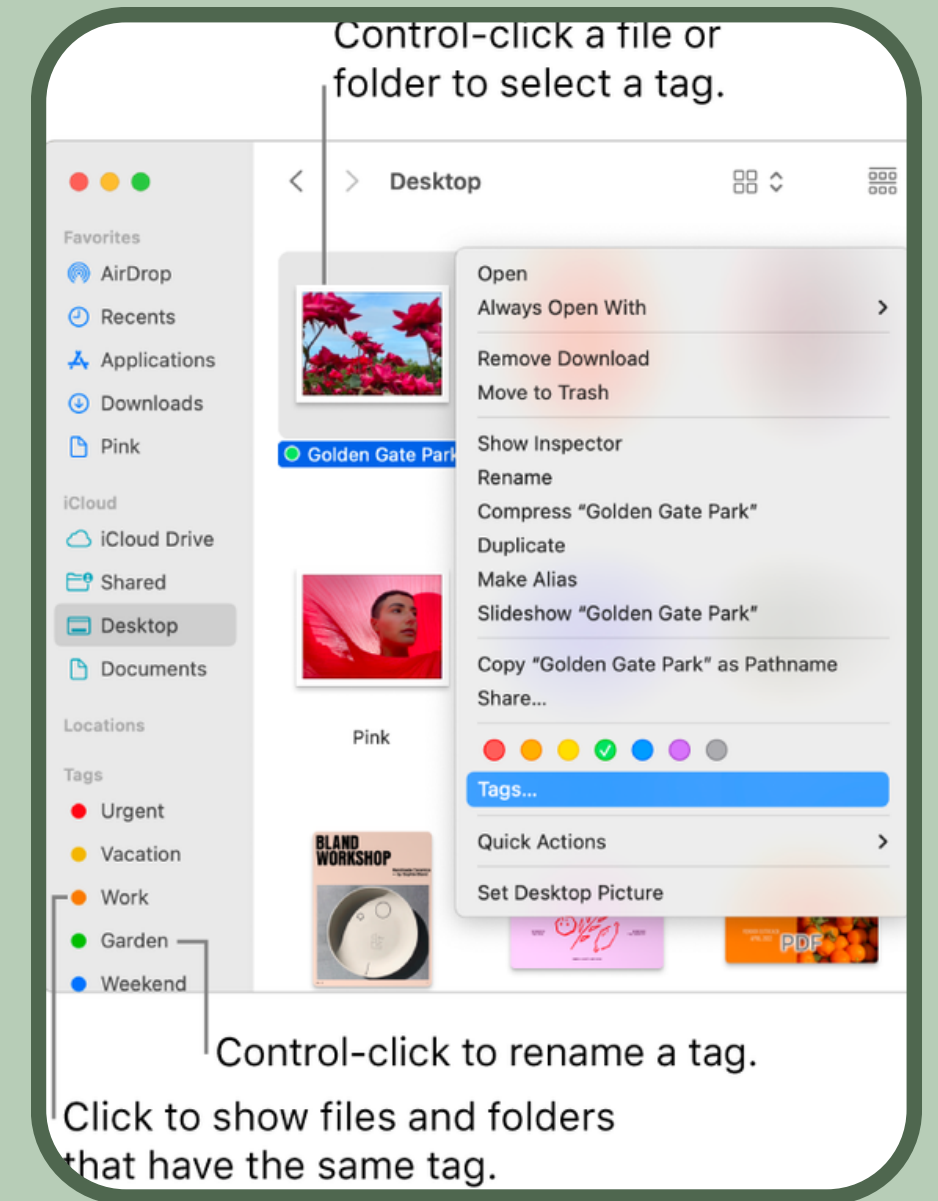
## Templates

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.



# Q&A

Let's delve into specific cases.