



**Farm Credit Services
of America**

Organize with Confidence:

Inner Clutter
Outer Clutter

Presented by Elizabeth Hagen



**#1: No one
can do it for
you**

Organize with Confidence:

Inner Clutter
Outer Clutter

Inner Clutter



Putting Routine,

Odd tasks

Continually & Repeatedly Ahead of

Such Things As Important,

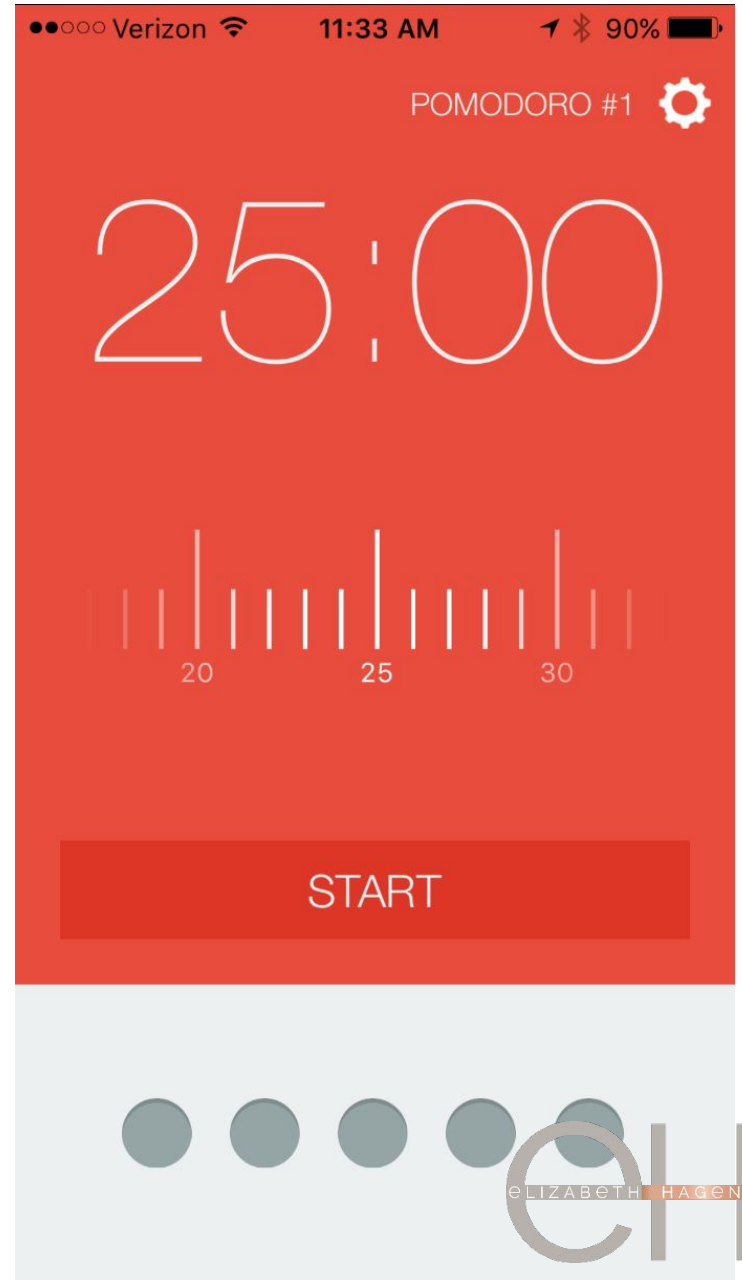
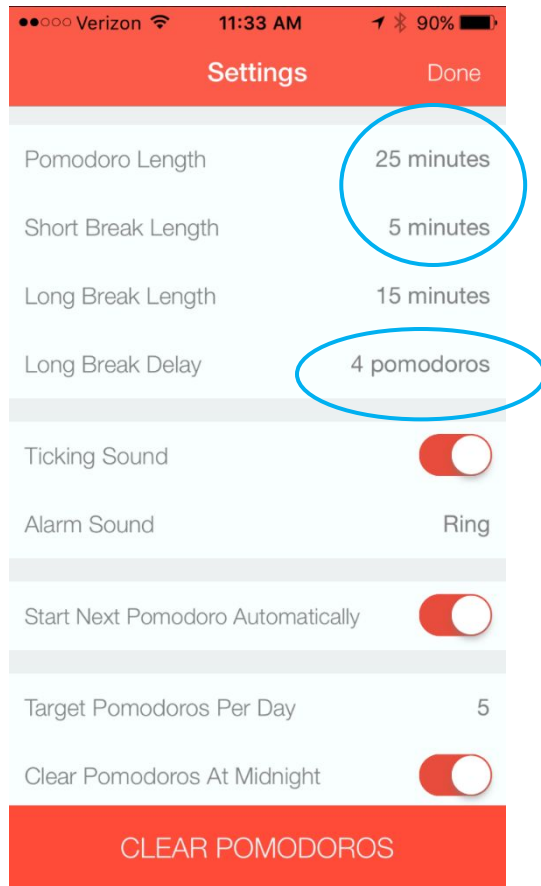
Needed, And Time-Effective tasks

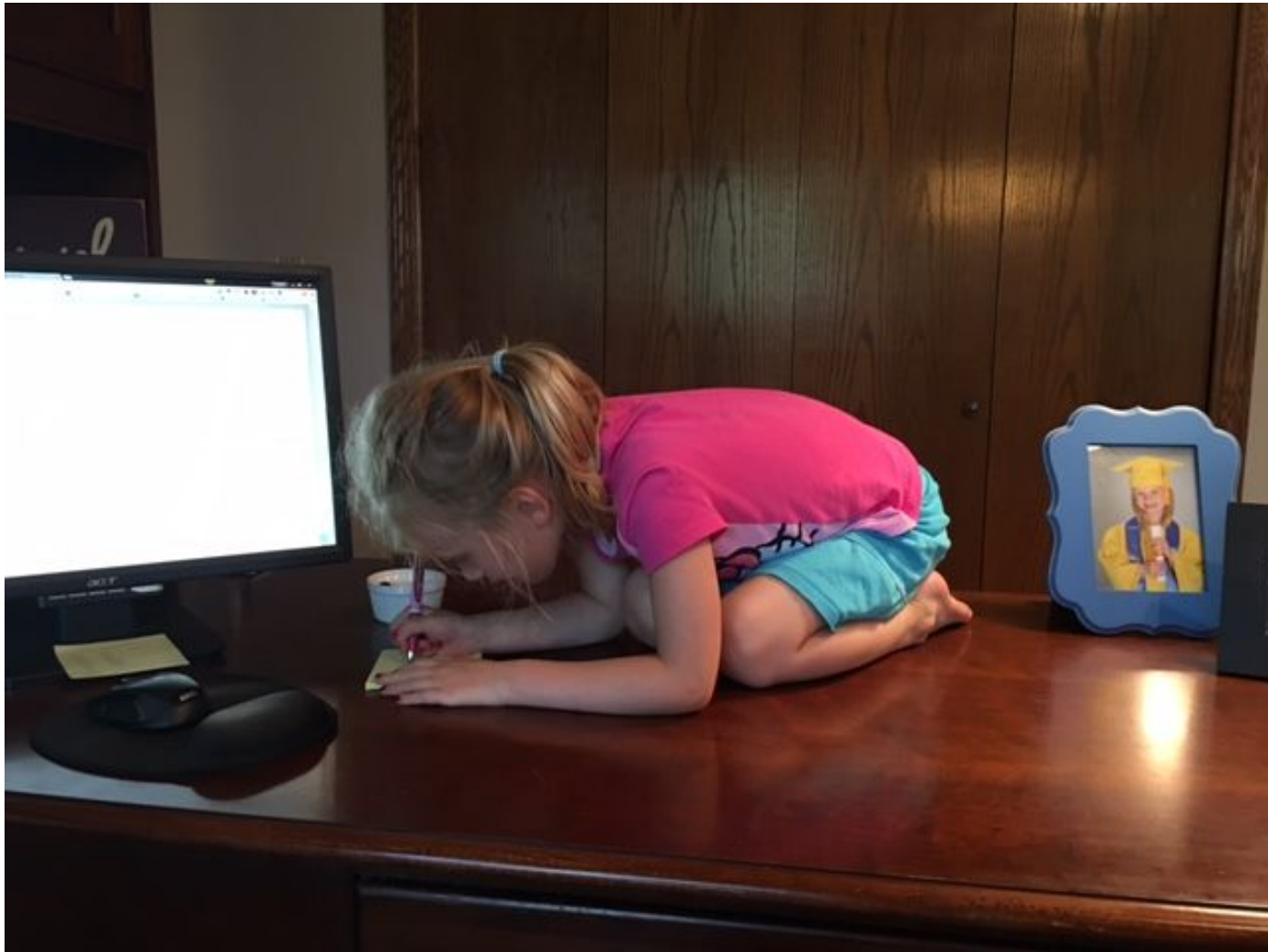
PROCRASTINATION

FHNtoday.com



70

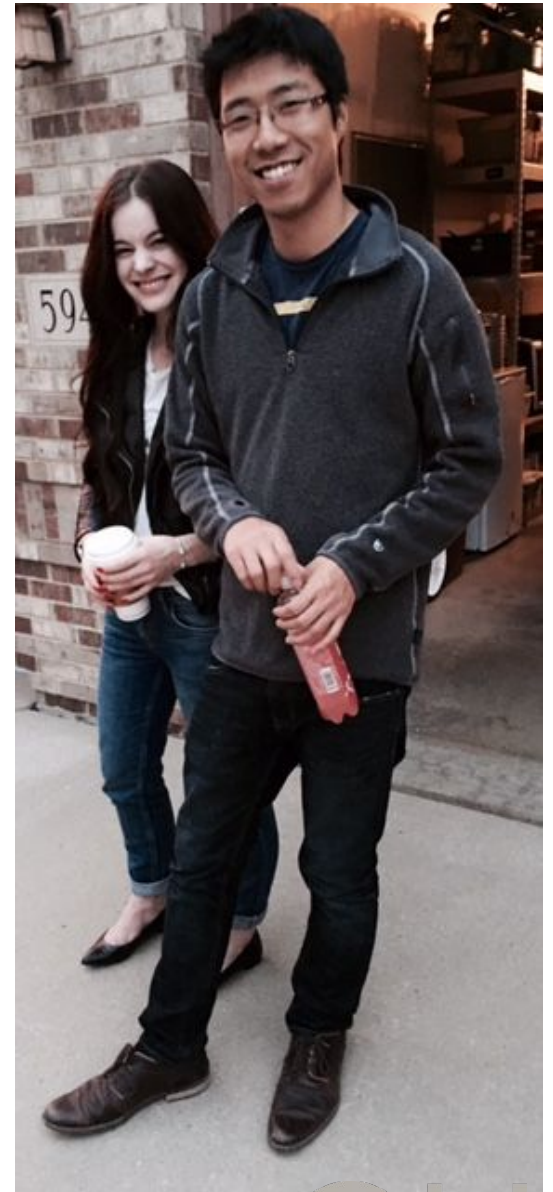
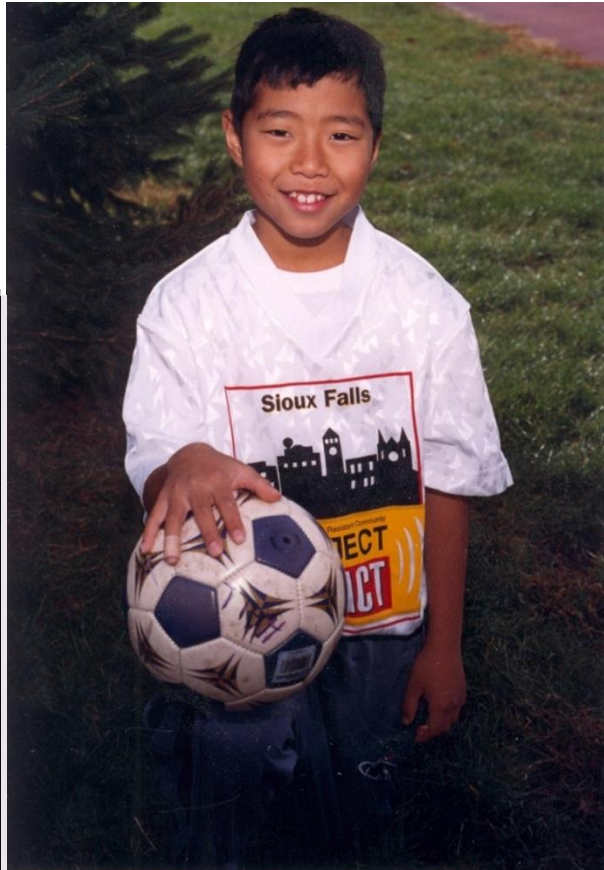
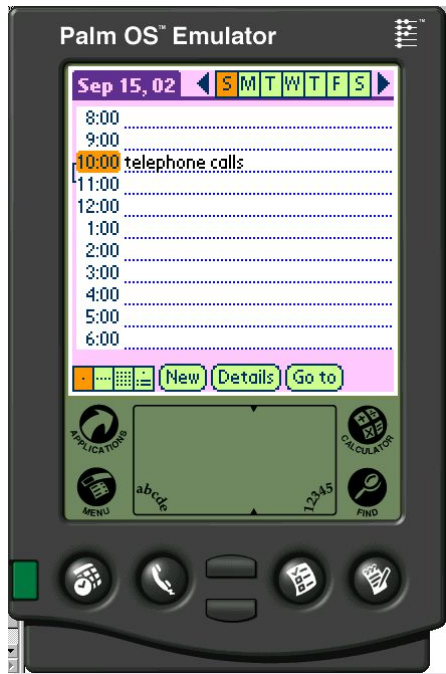












Inner Clutter - Action



Other Clutter





Other Clutter - Action



Outer Clutter - Time

**#2 – you
control the
weight it does
not control
you**






5D

Night Before

BRAIN DUMP	DONE	STAY-IN-TOUCH STRATEGY	DONE
#1:	<input type="checkbox"/>	Call:	<input type="checkbox"/>
#2:	<input type="checkbox"/>	E-mail:	<input type="checkbox"/>
#3:	<input type="checkbox"/>	Mail:	<input type="checkbox"/>
	<input type="checkbox"/>		
	<input type="checkbox"/>	PEOPLE WAITING ON:	
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	PEOPLE TO REACH OUT TO:	
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	WHAT AM I EXCITED ABOUT?	
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	WHAT AM I THANKFUL FOR?	
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

1. Dump
2. Decide
3. Delegate
4. Defer
5. Dock

 **ELIZABETH HAGEN**
WHAT ARE YOU WAITING FOR?

Scan Your Brain Form
Date: _____

BRAIN DUMP	DONE	STAY-IN-TOUCH STRATEGY	DONE
#1:	<input type="checkbox"/>	Call:	<input type="checkbox"/>
#2:	<input type="checkbox"/>	E-mail:	<input type="checkbox"/>
#3:	<input type="checkbox"/>	Mail:	<input type="checkbox"/>
	<input type="checkbox"/>		
	<input type="checkbox"/>	PEOPLE WAITING ON:	
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	PEOPLE TO REACH OUT TO:	
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	WHAT AM I EXCITED ABOUT?	
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		
	<input type="checkbox"/>	WHAT AM I THANKFUL FOR?	
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		

@2017 Elizabeth Hagen Elizabeth@ElizabethHagen.com (605) 310-5764

BRAIN DUMP	DONE	GET PERSONAL	DONE
#1:	<input type="checkbox"/>	Call:	<input type="checkbox"/>
#2:	<input type="checkbox"/>	E-mail:	<input type="checkbox"/>
#3:	<input type="checkbox"/>	Mail:	<input type="checkbox"/>
	<input type="checkbox"/>		
	<input type="checkbox"/>	PEOPLE WAITING ON:	
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	PEOPLE TO REACH OUT TO:	
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	WHAT AM I EXCITED ABOUT?	
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	WHAT AM I THANKFUL FOR?	
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

Outer Clutter – Time - Action



Outer Clutter - Stuff







7 steps to stop feeling overwhelmed

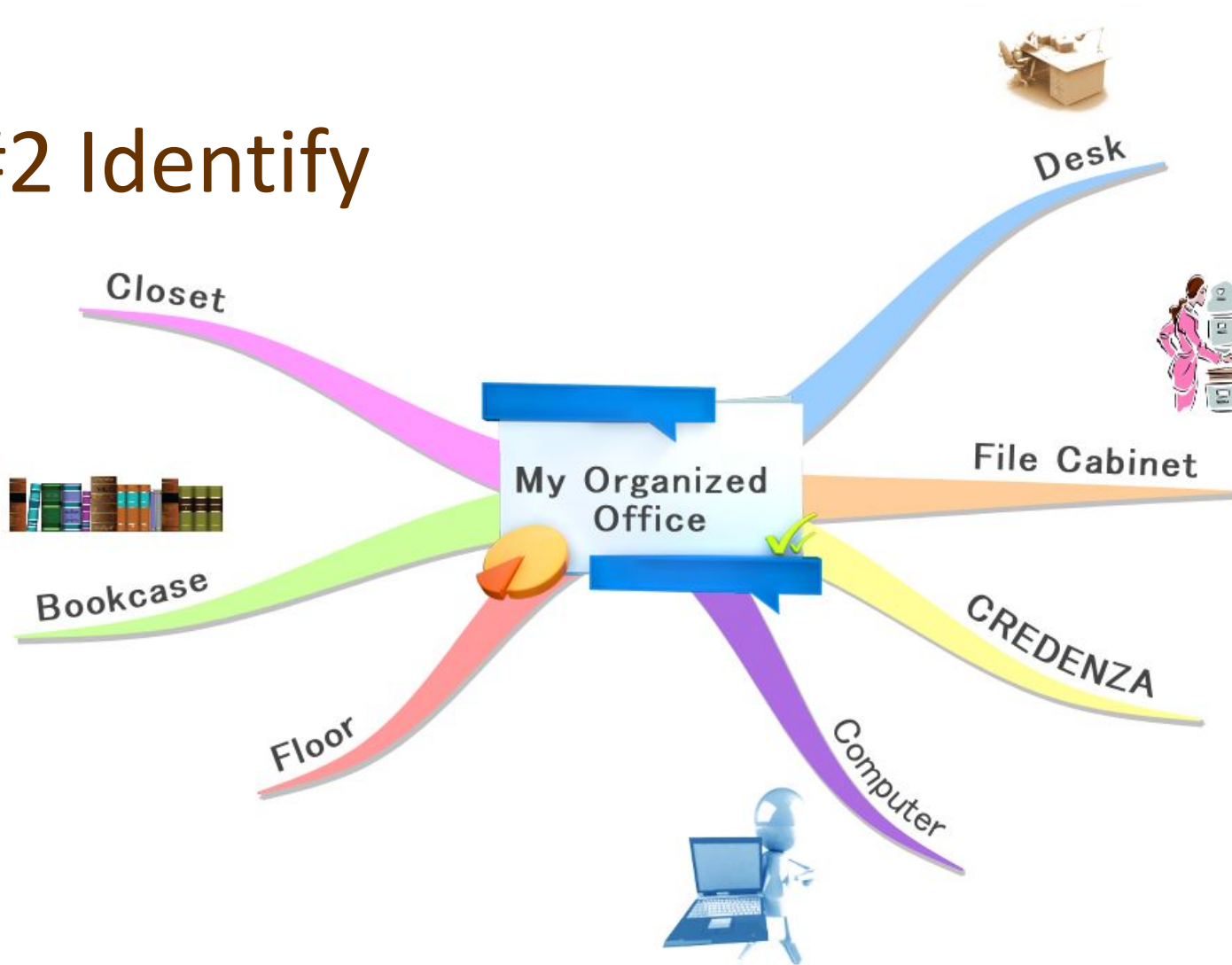


7 Steps



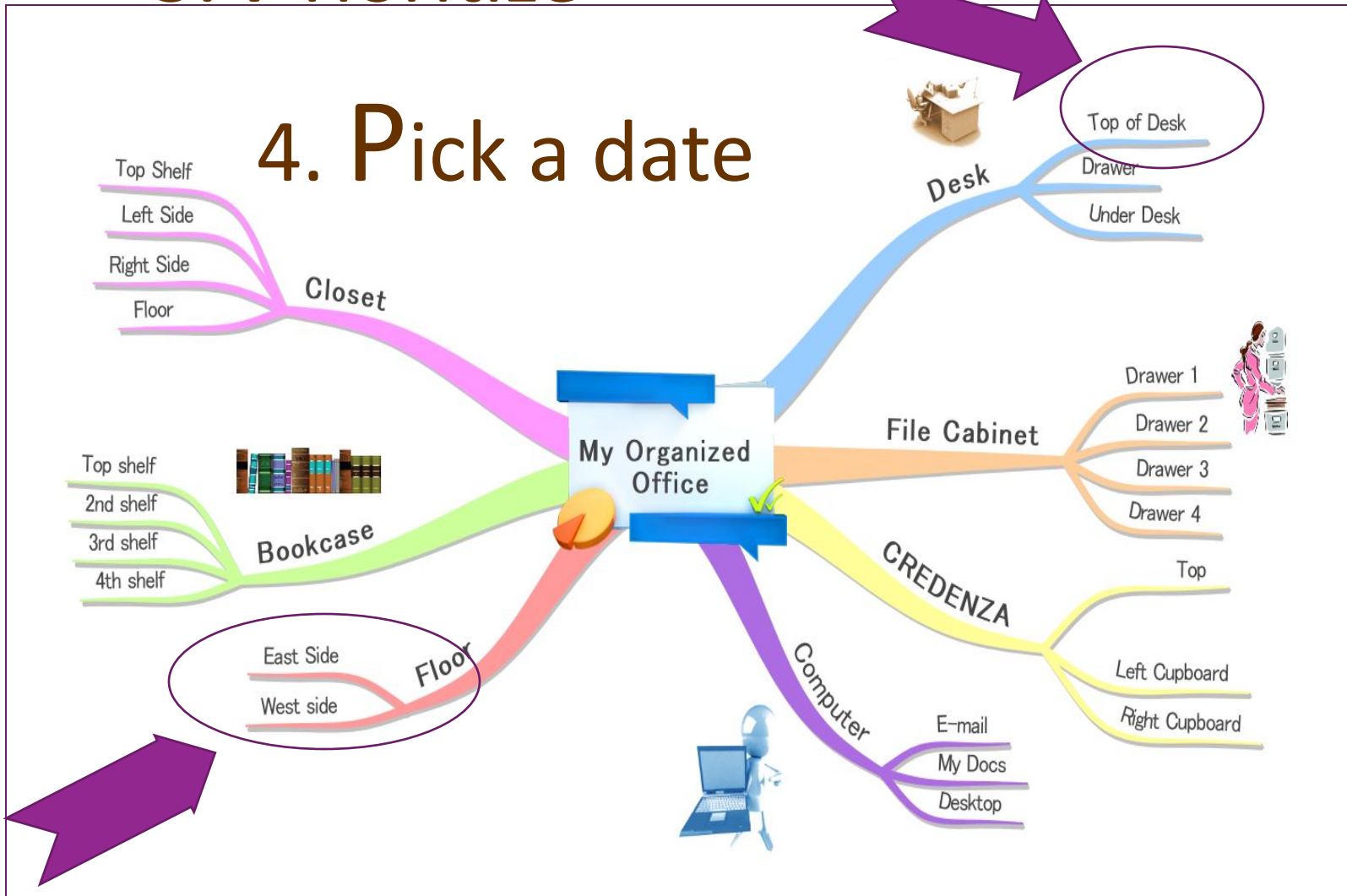
1. Get ready

#2 Identify



3. Prioritize

4. Pick a date



7 Steps

5. Get ready to take action



6. Do it



7 Steps

7. Relax/Reward/Repeat





FREE eBook



www.ElizabethHagen.com

6. Do it



START™ Method



START™ Method –

Sort

Toss

Assign a home

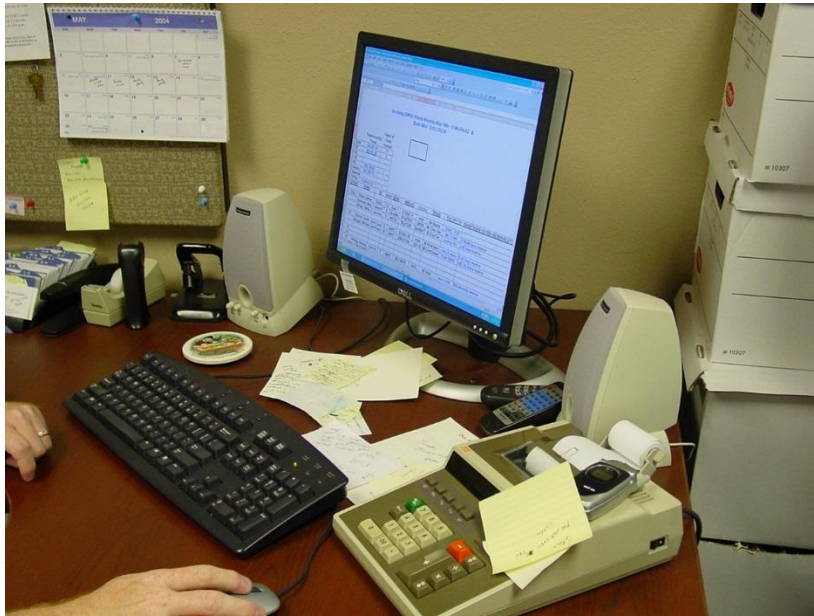
Restrict to a container

Take back control











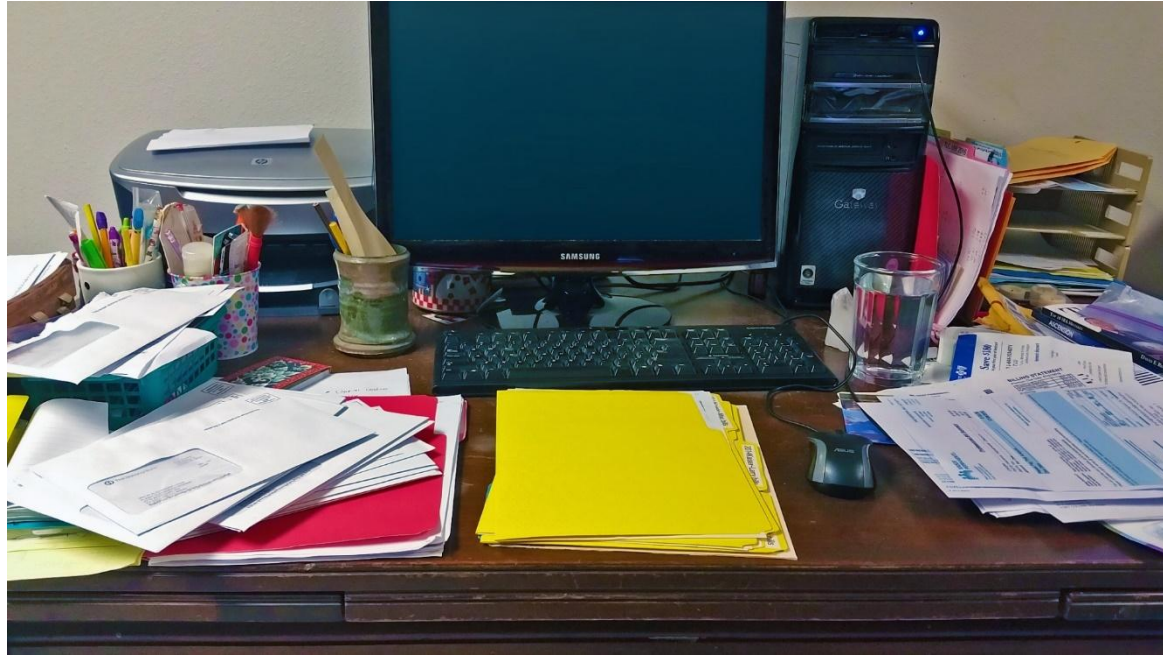


Outer Clutter – Stuff - Action



Outer Clutter – Paper





“When was the last time you cleaned off your workspace? Each piece of paper on your desk will distract your attention about five times a day. The most effective people work from clear desks.”

Office Transformation Blueprint™

SYSTEM

SAVING YOU SPACE TIME ENERGY MONEY

Clutter is Postponed Decisions®

The File-Act-Toss System™



THE MAGIC 6™

Six Components of a Productive Office

1. Desktop Tools
2. Wastebasket, Recycle or Shred
3. Calendar
4. Contact Management
5. Action Files
by Date, Type, or Topic
6. Reference Files
Personal, Business, Archive

File, Act or Toss? Practice the

ART OF WASTEBASKETRY®

to help you decide

- Does this item require action?
- Can I identify a specific use for it?
- Is it difficult to obtain again?
- Is it recent enough to be useful?
- Are there tax or legal implications?
- What is the worst thing that can happen without it?

Elizabeth Hagen, Certified Productive Environment Specialist™

elizabeth@elizabethhagen.com

(605) 310-5764







Overhaul Your Files & Finances – Suze Orman
<https://www.suzeorman.com/resources/record-keeping>



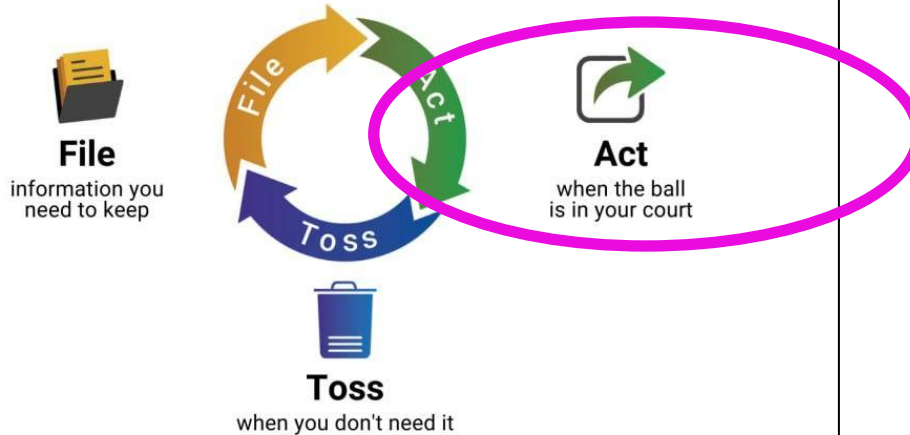
Office Transformation Blueprint™

SYSTEM

SAVING YOU SPACE TIME ENERGY MONEY

Clutter is Postponed Decisions®

The File-Act-Toss System™



THE MAGIC 6™

Six Components of a Productive Office

1. Desktop Tools
2. Wastebasket, Recycle or Shred
3. Calendar
4. Contact Management
5. Action Files
by Date, Type, or Topic
6. Reference Files
Personal, Business, Archive

File, Act or Toss? Practice the

ART OF WASTEBASKETRY®

to help you decide

- Does this item require action?
- Can I identify a specific use for it?
- Is it difficult to obtain again?
- Is it recent enough to be useful?
- Are there tax or legal implications?
- What is the worst thing that can happen without it?

Elizabeth Hagen, Certified Productive Environment Specialist™

elizabeth@elizabethhagen.com

(605) 310-5764

eh
ELIZABETH HAGEN

eh
ELIZABETH HAGEN

Command Center



Tickler File



Amazon.com

Hanging file organizer



ELIZABETH HAGEN

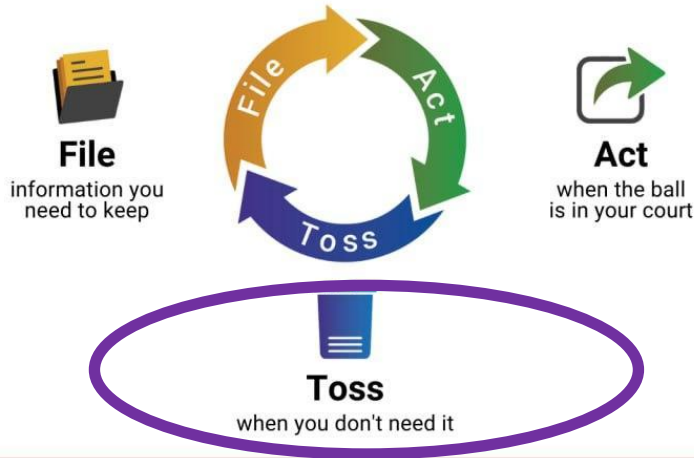
Office Transformation Blueprint™

SYSTEM

SAVING YOU SPACE TIME ENERGY MONEY

Clutter is Postponed Decisions®

The File-Act-Toss System™



THE MAGIC 6™

Six Components of a Productive Office

1. Desktop Tools
2. Wastebasket, Recycle or Shred
3. Calendar
4. Contact Management
5. Action Files
by Date, Type, or Topic
6. Reference Files
Personal, Business, Archive

File, Act or Toss? Practice the
ART OF WASTEBASKETRY®
to help you decide

- Does this item require action?
- Can I identify a specific use for it?
- Is it difficult to obtain again?
- Is it recent enough to be useful?
- Are there tax or legal implications?
- What is the worst thing that can happen without it?

Elizabeth Hagen, Certified Productive Environment Specialist™

elizabeth@elizabethhagen.com

(605) 310-5764



Outer Clutter – Paper Action



**#4 - Do what
you need to do
outside these
doors**





#5 Leave everything on the mat



Farm Credit Services
of America