

Organizing Workspaces

Organizing

- Evaluate needs first
- Make ergonomics a priority
- Too much stuff? Gather; sort/purge; create organized “homes”
- Designate a physical inbox for yourself and outboxes for team members

Discuss:

What is or was your favorite workspace?

Maintaining

- Schedule time to process inboxes (physical & digital)
- Establish team signals for “focused work” time
- Schedule regular 1-on-1 meetings with teammates
- Declutter/expand designated “homes” when almost full
- Take regular breaks and stretch

Discuss:

Share a tip for keeping a team organized and productive.

Personalizing

- Add personal touches
- Use bigger or dual monitors
- Upgrade lighting/add a lamp
- Try white noise or other sound (be considerate)
- Try going paperless, within reason
- Update your morning routine for a better workday

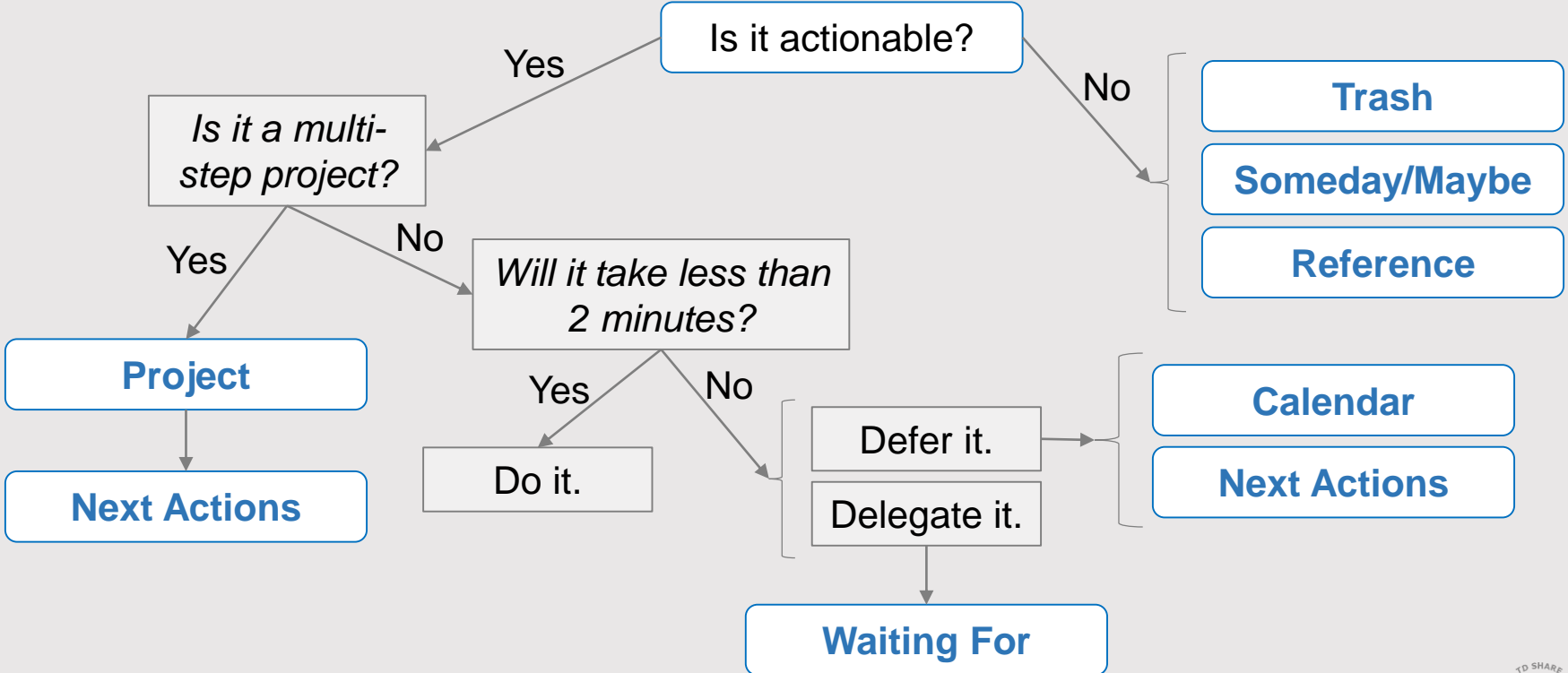
Discuss:

What one item can you “not live without” in your workspace?



Closing

“Moment-to-moment collecting, thinking, processing, and organizing are challenging enough; always ensure that you have the *tools* to make them as easy as possible.” David Allen



Resources

LinkedIn Learning

- Productivity Tips: Setting Up Your Workplace (~40 m)
<https://www.linkedin.com/learning/productivity-tips-setting-up-your-workplace/does-your-workspace-promote-productivity?u=50844473>
- Organizing Your Office for Maximum Efficiency (~62 m)
<https://www.linkedin.com/learning/organizing-your-office-for-maximum-efficiency/welcome?u=50844473>
- Productivity Tips: Taking Control of Email (~32 m)
<https://www.linkedin.com/learning/productivity-tips-taking-control-of-email/taking-control-of-email?u=50844473>
- Getting Things Done (~30 m) <https://www.linkedin.com/learning/getting-things-done/benefits-of-getting-things-done?u=50844473>

Online Sources

- Take a Zone Approach to Get Your Workspace Organized
<https://www.itssimplyplaced.com/take-zone-approach-get-workspace-organized/>
- 3 Key Areas to Organize at Work for Greater Productivity
<https://www.itssimplyplaced.com/keyareastoorganizeatwork/>



Resources

More Online Sources

- 4 Tips To Keep Your Workspace Organized <https://www.itssimplyplaced.com/4-tips-keep-workspace-organized/>
- 5 tips to Organize Your Workspace and Reclaim your Productivity <https://medium.com/thefuturishere/5-tips-to-organize-your-workspace-and-reclaim-your-productivity-855313648cae> (also has a short video)
- 8 Habits of Super-Productive People Who Work From Home <https://getpocket.com/explore/item/8-habits-of-super-productive-people-who-work-from-home>
- Organize Your Life: 25 Tips to Simplify Your Space <https://www.simplyss.com/blog/25-ways-better-organize-life-2018/>

JMU Talent Development Resource Collection Books

- *The Life-Changing Magic of Tidying Up: The Japanese Art of Decluttering and Organizing* ©2016 by Marie Kondo
- *Spark Joy: An Illustrated Master Class on the Art of Organizing and Tidying Up* ©2019 by Marie Kondo
- *Getting Things Done: The Art of Stress-Free Productivity* ©2016 by David Allen

