



# Organizing for the Way YOU Think

Presented by  
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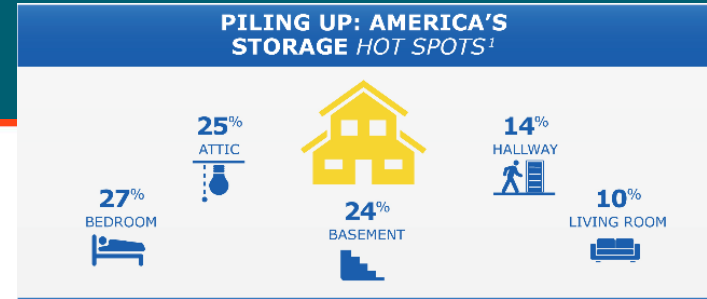
FORUM2016

# Organization at Work



- 27% of people feel disorganized at work
- 21% have missed crucial work deadlines
- Nearly 50% of workers say disorganization causes them to work late at least two to three times a week
- 34% of US respondents regularly take work home evenings and/or weekends
- 30% of an employee's time is spent trying to find lost documents

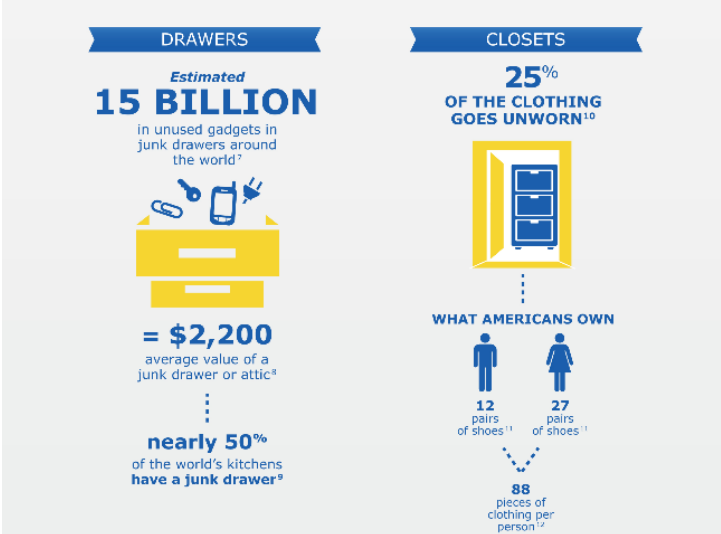
# Organization at Home



## STORAGE & ORGANIZATION AT A GLANCE



## A PEEK INSIDE AMERICA'S CLOSETS AND DRAWERS



## THE COST OF CLUTTER



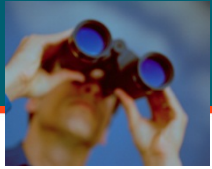
Infographic by IKEA



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# Organizing Style



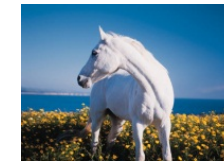
Learning Style



+



Thinking Style



+



Stimulation



+



Gender



# Modes of Thinking

**Basal Left**

Form

**Frontal Left**

Facts



**Basal Right**

Feelings

**Frontal Right**

Future

Dr. Katherine Benziger identifies these primary modes of thinking in her book  
"Thriving in the Mind", ©2004, K B A Pub

# Your Thinking Style

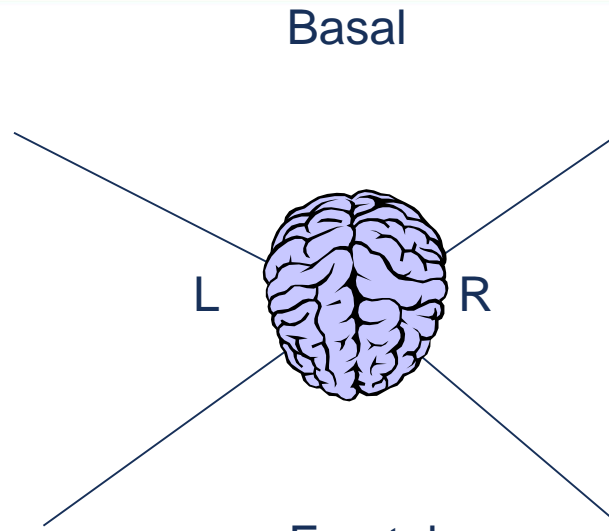
Maintainer



Prioritizer



Basal



Frontal

Harmonizer



Innovator



Material adapted from "Organizing for Your Brain Type" and "Every Child has a Thinking Style" by Lanna Nakone ©2005 St. Martin's Press and Berkley Publishing Group, respectively.

# The Maintainer

- Prefer written communication
- Master of time and lists
- Need time to digest information before it is put to use
- Prefer to work with things rather than ideas
- Dislike interruptions
- Need time to adjust to changes



# Information & Time Management



## Information Management

Functional "IN" & "OUT" box

Alphabetical or categorical filing system

Label

Electronic system mirrors paper system

## Time Management

Detailed calendar

Tickler system

"To Do" Check List

Buffer schedule



# The Prioritizer

- Self starter
- Ambitious, over achiever
- Minimal, orderly, logical functioning space
- Prefer to delegate
- Detest mundane tasks
- Very direct, non-emotional
- Makes decision quickly



# Information & Time Management

## Information Management

Simple "IN" & "OUT" box

Categorical filing system

Label

Electronic system mirrors paper system

Scan documents

## Time Management

Establish goals

Electronic planner

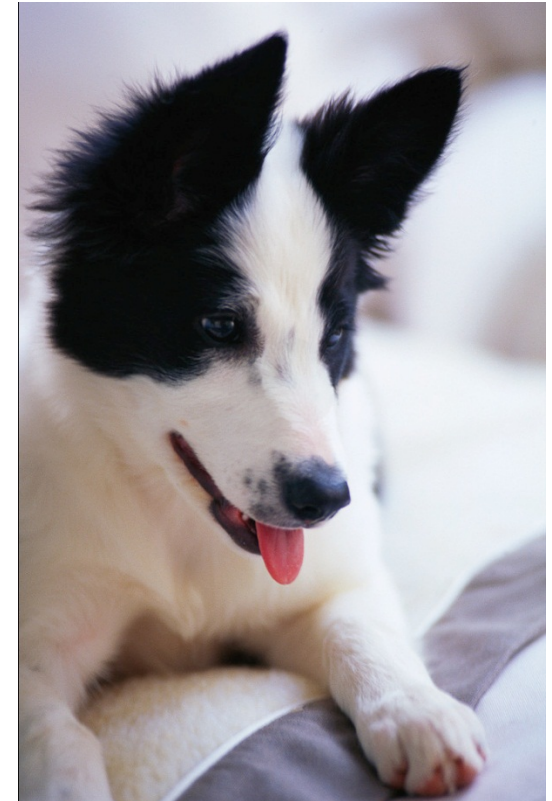
Master list

Work-Life balance



# The Harmonizer

- Relaxed, colorful surroundings that display a lot of personal items
- Prone to socializing rather than working
- Sensitive to and generous with others
- People pleaser
- Great at creating a team atmosphere
- Approval is extremely important



# Information & Time Management



## Information Management

Colorful "IN" and "OUT" box

Categorical filing system

Large, colorful labeling

Open storage

Electronic system mirrors paper system

## Time Management

Colorful, fun planner

Analog clock

Timers and alarms

Buffer schedule

Checklist for recurring activities

# The Innovator

- Prefer an unstructured, free and creative environment
- Dislikes routine
- Thrives outside of the box
- Good problem solvers
- Adaptable
- Independent



# Information & Time Management

## Information Management

Creative "IN" and "OUT" box

File only reference material

Large, creative labels

Open, vertical storage

Electronic system mirrors paper system

## Time Management

Envision your day in compartments

Simple planner for daily activities


Large calendar for future activities

Large analog clock

Use a timer and alarms

Time buffers





Very little is needed to make  
a happy life;  
it is all within yourself,  
in your way of thinking.

~Marcus Aurelius

# Thinking Style Assessment

## Thinking Style Assessment

Read the following statements and circle the letter that applies to you most of the time:

1. I prefer to work:
  - A. Without interruptions
  - B. With a colleague or friend
  - C. With others coming up with new ideas
  - D. On only important tasks
2. I feel good when I am:
  - A. Doing what I am supposed to be doing
  - B. Doing things with my friends
  - C. Using my imagination to think up new things
  - D. Getting closer to the end of a project or reaching a goal
3. My colleagues/friends see me as:
  - A. Reliable at all times
  - B. Caring & sensitive
  - C. Funny & full of great ideas
  - D. Focused & decisive
4. When people talk about me they usually say that I am:
  - A. Very organized
  - B. A great friend or helper
  - C. A person with a great imagination
  - D. Very good at accomplishing what I put my mind to
5. When I work on a new project I:
  - A. Document the steps complete with timelines and resources
  - B. Like to discuss it with colleagues first
  - C. Get really excited at doing something new and lose track of time
  - D. Start immediately and work quickly to get it done, delegating tasks when possible
6. When it is time to pack for vacation, I:
  - A. Like to make a list and check things off as I pack them
  - B. Pack what I need but make sure there is room to bring souvenirs back for friends
  - C. Pack the essentials & a few other things; you can always buy something you forgot
  - D. Pack exactly what I need for what I plan to do while on vacation
7. I am a natural:
  - A. Planner
  - B. Communicator
  - C. Risk-taker
  - D. Leader
8. When things change, I:
  - A. Don't like it and need time to adjust
  - B. Worry
  - C. Just go with it; this could be fun
  - D. Think through how it will affect the overall plan
9. When working on a team project, I like to:
  - A. Follow all of the instructions, step-by-step
  - B. Go with the flow of the team
  - C. Like to use my imagination to come up with other ways to approach the project
  - D. Delegate tasks to team members and manage the overall project
10. I think I have:
  - A. Some energy
  - B. Lots of energy
  - C. Tons of energy
  - D. As much as I need to get things done
11. When I have a problem, I like to:
  - A. Solve it step-by-step
  - B. Work with others to solve it
  - C. Try different ways to solve it
  - D. Analyze the problem in order to solve it



# Thinking Style Assessment continued

12. People might describe as:

- A. Rule follower
- B. Sociable and warm
- C. Creative and imaginative
- D. Straightforward and candid

13. It is really important to me to:

- A. Do the right thing by following the rules
- B. Have friends and social time
- C. Have time to dream new things or ways to do things
- D. Reach my goals

14. When a friend of mine is sad, I:

- A. Am a good listener
- B. Try to give them comfort and reassurance
- C. Try to help them see all the ways it could get better
- D. Tell them what they need to do to make it better

15. What really causes me stress is:

- A. Changing situations
- B. Conflict situations
- C. Boring situations
- D. Situations that prevent me from reaching my goals

16. I learn best by:

- A. Doing things more than one time
- B. Working with someone else
- C. Experimenting till I get it
- D. Analyzing the steps that I need to so

17. Your desk area has the following:

- A. All the tools I need to get my job done (in box, pencil holder, stapler, etc)
- B. Pictures of friends, family or just things that make me smile
- C. Papers, papers everywhere, and lots of piles!
- D. Only what I am currently working on

18. In my spare time, I like to:

- A. Get things on my "To Do" list done
- B. Hang out with my friends and/or family
- C. Create or make something
- D. Take things apart or fix something

19. When I have an appointment, I:

- A. Arrive early
- B. Lose track of time and have to rush
- C. Am late or miss it and have to reschedule
- D. Arrive on time

20. I like to (don't mind) share my things when:

- A. I don't really like to share my things because I am concerned that others will not take care of them as well as I do
- B. I am sharing with my friends or with my family
- C. I can use my imagination to find new ways to use it
- D. When I can be in control (be the boss)

21. When I am in a new situation, I like to:

- A. Learn the lay of the land first
- B. Make a friend
- C. Just see what happens
- D. Take charge

22. My friends see me as:

- A. Fair – I know the rules and follow the rules
- B. Friendly – a good friend to everyone
- C. Flighty – a day dreamer
- D. Fierce – a competitor

23. This best represent me:

- A. I like routines, predictability
- B. I am very sociable, love interaction with people
- C. I am a free spirit, unstructured
- D. I like to control my world

# Thinking Style Assessment continued

24. I usually do this on my best friend's birthday:

- A. Go to my gift closet where I stored a gift that I purchased months before
- B. Arrange a surprise birthday dinner with a group of friends
- C. Make something
- D. Get a gift card so they can get what they want

25. My papers are:

- A. Stored in clearly labeled file folders making it easy to retrieve papers when I need them
- B. In colorful file folders, but they aren't in any real order and I don't ever get rid of papers
- C. In piles everywhere so I can see them
- D. Organized because I hired a Professional Organizer to create a file system for me or because I have an assistant to take care of filing

Write the total the number for each letter:

A	B	C	D

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Adapted from "Organizing for Your Brain Type," by Lanna Nakone, 2005, New York, NY: St. Martin's Griffin

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