

Executive Blueprints



Training Exercises & Activities

Time Management

SUBJECT:

PERSONAL ORGANIZATION

MATERIALS REQUIRED:

(1X) COPY OF THE FOLLOWING EXERCISE FOR EACH INDIVIDUAL



PREPARATION:

Print or Photocopy an appropriate number of Exercise sheets for every individual.

ACTIVITY

Take a few moments to review the pictures of office environments. Review can be personal reflection or group discussion.

Study the nuances of the pictures and the emotional response that each one creates. Pay special attention not only to the appearance of organization, but also to the way that you would feel if the environment was your own.

- How would you feel if a customer were to visit you there?
- How would you respond of coworkers or management from another office location were to visit you in that environment?
- Is the picture representative of a place that you would look forward to spending several hours every day?
- If you were visiting someone else and this was a picture of his or her office, what would you assume about that person?

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Choose your next Office



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Choose your Next Office:

Would you like to walk out of this room and choose your next office and leave the current collection behind?

Which of the above locations is most appealing to you? The pictures do not have labels or numbers, so please describe the one that suits you the most.

What is it about the picture that is most appealing to you?

Which of the pictures reminds you most of your current work environment?

What can you change about your current work environment to make it more like the next office that you would like to have?

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Your work environment is a reflection of who you are and it greatly influences your emotional state. For example, some individuals prefer to display personal keepsakes as reminders of family and friends. Such items are a matter of personal preference.

On the other hand, some individual post important documents, reminders, lists and reference materials on cubicle dividers, walls or file cabinets. Have you ever seen a desk covered with piles of 'important documents', manuals, contracts, letters or other "high priority things to do"?

While maintaining a visual reminder of the many "high priority things to do" may seem like an organized way or sorting piles, such constant reminders may also be causing a small and recurring degree of stress. Every time that you look at the pending "high priority pile" it is a constant reminder and a distraction.

Organize your work environment.

"You don't need to know everything - you just need to know where to find it."

File important documents in an orderly manner. Create an organized file process to manage items that need to be reviewed or handled, and then put them out of the way until you are ready to work with them. Designate a specific time of day and schedule your time to manage these documents. If you can do this for four consecutive weeks, it will become a good habit.

If you are touching a document more than twice, scrolling past an email subject more than twice without responding so you can 'save it for later', then you are creating your own stressful environment.

Start today to turn your current work environment into your next office.



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