

FREE BOOK VIEW

Organise your home office



How to achieve stress-free productivity
while working from home.

Sandy Clyne PhD

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Introduction

Who needs this book?

Are you...

- Drowning under a deluge of emails?
- Buried beneath a barrage of paper?
- Secretly addicted to procrastinating?
- Confused about your priorities?
- Annoyed with how your office looks?
- Struggling to read fast enough to cope with all the stuff?
- Wishing your writing could be improved?
- Unclear about your objectives?
- Planning badly?

**Did you answer YES to all these questions?
Then read on...**

“ I knew that the cheque I'd been sent was in here somewhere. Was it in my so called 'filing system'? What had I filed it under? Accounts? Clients?

Perhaps I hadn't filed it, I needed to bank it. Surely I would have remembered to bank it? Perhaps it was still on my desk, maybe slipped in my Day Book. I checked the waste-paper basket for the envelope. Mystified I gave up, the last in a long succession of losses due to my disorganisation. ”

**contents list and
extracts with my
compliments.....
Sandy.**

Why am I so disorganised?

Before you begin your Reorganising project the first thing you need to know is more about HOW and WHY you're disorganised. Look at it in all its awfulness!

What do you want to get out of this book? Are you...

- a) Just reading it because it MIGHT be interesting or relevant to your life but you're not really bothered or...
- b) Reading it because you know that being more organised will make a huge difference to the quality, success and satisfaction of your life.

If the answer is, a) take another look at the contents page and ask yourself the question: 'could any of this improve what I do?'

If the answer is, b) you've realised that an important question in your life is:

How can I be more organised?

If you want to sort it out and become more focused, you need to look at your disorganisation in more detail.

Particularly:

- a) Where and what you are doing NOW?
- b) How you would like to be in the FUTURE?

You already have a good idea of your areas of incompetence and so carrying out a detailed self-assessment won't be the most wonderful experience of your life! In the first half of this chapter, you will use self-assessment to explore the different areas of your disorganisation, the second half of the chapter explains in more detail how internal and external influences can affect your organisational ability.

Bad habits

Habits take a long time to form and changing a habit won't happen overnight. You can't leap at a single bound from much-practised old ways to new ones - even Superman had Kryptonite to help him!

We disorganised people have a low regard for the discipline of returning things to their place and say to ourselves, 'It's a waste of time putting it away as I might need it again soon'. The more we do it the wrong way, the more the 'habit' gets ingrained.

Once you stop fighting yourself about the 'minor' importance of office 'housekeeping', the better you'll be at the big stuff because you're not rushing around in the 'I can't find it' panic. We have created our old bad habits of disorganisation. Creating a new habit is a sequence of:

- doing it the new way
- forgetting why you're bothering
- a Whoops! moment as you catch yourself doing it the old way
- doing it right

Eventually (and it doesn't take long) it will become second nature and you'll barely be able to remember how it used to be as you're amazed at how little effort it takes to create (and maintain!) order.

This sequence of steps will enable you to create a new habit:

- 1.** Choose one habit that makes you disorganised
- 2.** What does it cost you? – Energy? Finishing? Relationship? Client?
- 3.** What do you think as you do it? Are these beliefs true?
Just fantasy?
- 4.** Imagine yourself in a new habit - what are you doing?
How does it feel?
- 5.** If you have a Whoops! old habit moment, observe yourself
and stop
- 6.** Get new thoughts such as 'I did really well there'
- 7.** Get lots of support

A final thought: becoming organised takes THREE parts of you:

- Your conscious self (how do I do it?)
- Your unconscious self (what am I telling myself?)
- Your external world (who will give me support?)

It's a well known myth that JK Rowling wrote the first Harry Potter book in an exercise book on the kitchen table. That may or may not be true, and she certainly is a huge success but don't try to emulate it as you're better off with a more conventional arrangement, such as a standard desk and filing cabinet. And that means you don't have to clear away your work when its lunchtime.

Make sure you have a pleasant, well-lit and comfortable environment which has shelves and stackable boxes for storage and a basic filing cabinet. It's very easy to be casual when you're working from home but this means that you're not going to be very good at what you do. You need to take yourself seriously as someone working from home and this means the creation of a professional environment which may not be large or grand but must be fit for its purpose.

b) Reduce Your Procrastination Quotient (PQ)

Write your list of what you dislike and manage to avoid by...

- forgetting what you're supposed to do
- not doing it
- starting but leave tasks unfinished
- promising/intending to do

Examine your list:

- Small, dull necessary tasks such as filing?
- Large important decisions that involves you in collecting information, collating and assembling?

Whatever they are, you now have part of the picture of your procrastination. Stop doing things to please others and start pleasing yourself instead. Make a list of 'uncomfortables' in your life – projects, files, ideas, unfinished business, non-returned phone calls/emails, books you 'intend' to read. These are all the things you've been putting off, meaning to do, thinking about.

Tips for improving your memory

You will forget up to 80% of what you've read within 24 hours. This has a number of negative effects including keeping too many documents

- As remembering is usually a form of association, do your reading keeping in your mind a question such as 'What will remembering this help me to do?' or 'How does this fit into what I already know?'
- Look at headings and sub-headings to give you a picture of what it's about. From this, it's easy to recall major points and the detail will then appear.
- Work with the document by writing a summary or making notes in the margin so that you will be reminded of the content when you next read it.
- Read the material again 15-20 minutes later and to fix it even more, read it again a week or a month later (remember exam revision?).
- Usually, you will simply need to remember that a) it exists and b) where to find it, hence the importance of filing and retrieval.

extract from
page 167



What other people said and how they benefited from reading 'Organise Your Home Office'

“ Working in IT in the NHS was a doddle as everything was organised for me but when I went solo as a consultant I quickly got into a real mess with my office, but **this wonderful book has given me the support I need to make my new business work** . ” Lisa, Executive Coach

“ Sandy, It is so lovely to find such an informative book on how to organise your home office. Not only was the content extensive and very useful, the whole layout of the ebook is clean and well designed, making it easy to read and use. You make **getting organized** easy. ”

DC Chester, Alternative Therapist

“ I thought I'd never get myself sorted out – because I'm not a natural techie I thought I'd always be in a mess in my office but **after reading the book (& taking action!)** I can keep on top of the office stuff ” Romey: food technologist

“ Although I'm really good at my work as a yoga teacher I'm rubbish at keeping control of my rather makeshift office but **now I know how** to make it all hang together. ” Paul, Yoga Teacher

“ My work as an editor means I need to be supremely organised but unfortunately I don't always get it totally right & this book has shown me **how to make changes to my routines** so that I'm less stressed. . ” Nicola, Free-lance Book Editor

“ As my generation of students is totally at home with IT I thought that the office I'd set up would just run itself! But eventually I realised that wasn't the case & **this book got me out of the mess** of missed deadlines & office chaos. ” Joe, Student

“ After my boss & I agreed that I would work sometimes at home I had to set up an office which would complement my office at work. Not as simple as I'd imagined & this **book took me through the new arrangements** . ” Allison, HR Manager

All testimonials are from REAL people who have read and benefited from 'Organise Your Home Office'. If you wish to verify this, please do not hesitate to contact me. Tel: 0845 3296320

Organise your home office

Sandy Clyne PhD



Do you...

- Struggle to stay on top of the paper-work?
- Wonder how to sort out your priorities?
- Constantly procrastinate?
- Muddle home and work life?

You might be...

- Job-sharer, part-time worker
- Accountant/lawyer/teacher
- An entrepreneur creating a business
- Run a club or charity
- Writer/performer/musician/artist
- Consultant/trainer
- Student at school or college
- Retired and arranging your next career or trip
- Business executive



As part of the 21st century revolution of the office at home, running an office probably isn't what you're best at doing (or even want to do!) so it needs to be simple for success. You'll be able to create a "no-sweat" place where you can easily do... what must-be-done so... you can do more of what you...want-to-do!!

Dr Sandy Clyne is a consultant and adviser to small businesses, executive coach and professional speaker. Her previous experience includes Business Schools in the UK and abroad.

Get organised!

Visit my website at www.getlifeorganised.com

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