

A five-day plan to get your space in shape

Spend no more than 30 minutes a day for a week to get organized.

DAY 1

Slim down the piles

■ With each piece of paper: Toss it, refer it to someone else, act on it or file it.



DAY 2

Tone-up organizational skills



- Create a master to-do list that can be updated continually. Each day choose no more than 10 items to do.
- Take larger jobs and break them down into smaller tasks.
- Delegate to colleagues or vendors.

DAY 3

Increase file-finding 'flexibility'



- File papers under broad categories rather than specific names.
- Organize e-mails and other electronic documents into subfolders to make retrieval simple.

DAY 4

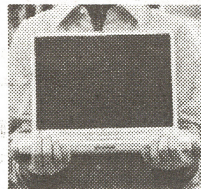
Strengthen everyday organizational skills



- Consolidate appointments onto a single calendar that you keep with you at all times.
- Centralize supplies into one drawer or desktop container.

DAY 5

Balance organizational needs on the road



- Send documents for meetings to the hotel ahead of time, especially if you need to make several stops.
- Carry a laptop and have materials printed at a local copy shop to lighten your load.
- Use a Flash memory drive to carry key documents. Record expenses as you go.