

THE EMERALD COAST TRAINER



The Newsletter of the
EMERALD COAST CHAPTER

APRIL 2005

TIME TO CLEAN UP YOUR ACT!

Tips from Lee Donald, President of Organizing Associates, Inc.

Make sure you don't miss our May 10th Workshop -- Lee Donald's "Taming the Paper Tiger"
8:30 a.m. to 11:30 a.m. OWCC Gallery Room, Bldg. K

Some of us are less comfortable with mess than others. Some of us hide mess by efficient-looking file cabinets that, once opened, contain absolutely nothing resembling a filing system. I've seen this at my office, where seemingly neat colleagues stuff file cabinets with the clutter that others are willing to display openly on their desktops. (Anyone who has seen my desktop knows I am comfortable, perhaps even on a first-name basis, with mess.)

Some messes are fairly harmless. But when mess gets in the way of conducting business efficiently, it can cost money and time, the two things companies don't like to waste.

That's when many companies, locally and nationwide, hire professional organizers to come in and set things straight. Often, the mess is nothing more than an antiquated filing system that needs to be updated. Other times, it's an inefficient arrangement of furniture that prevents an office from making the best use of space. And then there's the run-of-the-mill mess of unorganized papers, piled-up files and scattered phone messages with which many of us – admit it – are familiar.

Lee Donald, president of Organizing Associates Inc. in Mobile, helps corporations, small businesses, and residential clients become more organized. She is also a member of the National Association of Professional Organizers, which is promoting this week as Get Organized Week and October as Clean Out Your Files Month.

Ms. Donald, who is also trained in teaching people with Attention Deficit/Hyperactivity Disorder, said psychology plays a big role in her job. First, she has to overcome the we've-always-done-it-this-way thinking to convince workers to try a new system. Then,

she and her staff spend time finding out how workers think; some are numbers-oriented, others may be color-oriented or word-oriented. Filing systems can then be set up accordingly.

She also deals with the stigma many executives appear to feel over admitting the need for organizational help. Others have misconstrued ideas about what getting organized means, Ms. Donald said.

Few companies are willing to let Ms. Donald use their names in publicizing the kind of work she does, no matter how proactive they were in becoming more efficient. And many people think that getting organized means creating a sterile environment where desktops are completely cleared and minimalism is the design theme.

"There are too many people who think that organization is perfection," she said.

According to NAPO , 27 percent of office workers describe themselves as pilers and 12 percent of office workers describe themselves as packrats. The average person spends 150 hours per year, nearly one month, looking for information.

For all you pilers and pack rats out there, here are a few organizing tips from Ms. Donald:

- If you are right-handed, place your telephone on the left side of your desk. This will keep the phone cord out of your way and keep your writing hand free.
- To avoid losing numbers, addresses and names, use carbon message pads.
- If you work out of your car, take time to organize it so that you have the equipment and file storage that you need.
- Whatever type of planner you use – from Franklin to Day-Timer to Palm Pilot – take the time to set it up properly, entering the phone numbers, dates and other information you will want to have at your fingertips.
- The larger the opening of a wastebasket, the more likely you are to throw away trash.

Sarah Lamb
Business South Assistant Business Editor
Mobile Register
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Don Bolen

“Enterprise Learning at Delta Airlines”

When?

11:30 a.m. – 1 p.m.
Tuesday,
April 12, 2005

Where?

OWC
Niceville Campus
LRC Conference Center
Rm. 128

Cost

\$10 for Chapter Members
\$15 for non-members
(includes lunch)

RSVP

No later than noon
April 8, 2005
To Pam Walters
waltersp@owc.edu
or
(850) 729-5291

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Don Bolen,
Delta Airlines



Don Bolen, a twenty year veteran of training and development, is responsible for T & D at Delta Airlines and has been an ASTD International Conference speaker, earning the “2003 Best Award Winner” that year. He will be discussing the Delta Enterprise Learning System, including:

- learning (standards), measurements and engagement within the context of the growing and maturing outsourcing market, and
- the learning function’s relevance to strategic planning, curriculum determination, delivery methods, learning standards, and measurable results.





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Coming Events	Mark Your Calendars!	
April 12, 2005 11:30 – 1:00	"Enterprise Learning at Delta Airlines"	Don Bolen*
May 10, 2005 9:00 - 11:30	"Taming the Paper Tiger" ▪ 8:30 a.m. continental breakfast ▪ half-day workshop followed by lunch	Lee Donald
June 14, 2005 8:30 – 10:00	"Staying Motivated and Productive" Breakfast Meeting	Brian Adams
Oct. 12, 2005 8:30 – 11:30 (Wednesday)	"Stop Talking and Start Communicating" ▪ 8:00 a.m. continental breakfast ▪ half-day workshop followed by lunch	Mark Wiskup

* = Presenter at the 2004 ASTD International Conference

Publicize your events by sending them to Donna Miller at dmiller@co.okaloosa.fl.us.