American Management Association's
Organizing Your Work:
New Techniques for Administrative Professionals

Defining Terms

- Clear Your Head Whenever You Need To
- Recognize the Difference Between Efficient, Effective, Productive, and Organized Work
- Identify the Two Factors That Will Destroy Your Ability to Be Organized

End-Game Thinking

- Define What Focus Is and Why You Need It
- Create a Quick, Big-Picture View of Your Work
- Identify "Broken" Work
- Help Others Finish Their Thinking About Work They Are Delegating to You
- Form Actionable Outcomes That Set You Up for Success, Even When Time Is Short

The Power of Systems

- Define the Experience of Flow and What It Means to You
- Identify Systems and Share in What Others Have Built
- Utilize Systems to Get and Maintain "Productivity + Flow"
- Build Any Kind of Template You Might Need
- Create a "Once-a-Week" Thinking Process for Yourself and Your Boss

Organizing Yourself—Inside Out

- Dispel Time Management Myths, and Replace Them with Current Thinking
- Use the ZAP Process to Create Flow
- Create a Working Command Central Focus Tool
- Organize Your Workspace to FIT
- Work from Zero Base
- De-stress with On-the-Spot Tools to Use Whenever You Need Them

Working with the Disorganized—Outside In

- Anticipate Others, and Decrease the "Emergency" Factor
- Harness the Power of Visuals for Yourself and Others
- Deal with Interruptions to Minimize Their Impact on You

- Problem-Solve Using Templates
- Make the Systems and the Sender Do the Work in Email
- Create Meetings That Work
- Persuade Others to Go with Your Flow

Action Planning

- Identify the First Tools to Put into Use When You Return to Work
- Build an Action Plan to Implement What You Have Learned