

Walk Tall

Reign Your Office Like a Queen

Welcome!

Housekeeping

Be comfortable (without falling asleep!)
use headset, speaker, or whatever you use that's hands free

I'm recording this

How to ask questions
in calls
outside calls

What we're going to do. Together.

- 🌀 Set up your info systems so you know exactly where to find what you need
- 🌀 Get your full brain supporting you (not just your left brain)
- 🌀 Integrate your ToDo list with your schedule
- 🌀 Develop a weekly practice that will relieve your mind and keep you connected with your priorities
- 🌀 Identify how your days can flow with more ease and end with more smiles
- 🌀 Mold your schedule to your priorities and biorhythms
- 🌀 Use your intuition and body to facilitate and easify *all of this*

In other words,

Get your shiz under control.

In Group Format

I'll present tools, strategies and practices.
We'll do a little visualizing.

Open Office Q&A

No planned lessons presented
(though you never know what will come out in Q&A).

You can ask any Questions about your own situation.
Everyone present can listen.

You can use as a scheduled time to implement your
systems--even if you don't have questions. Kind of like
a study session, where you get together and work on
your stuff.

Emails (shorties!)

Reminders

Quick tips, &

Inspirations

1-on-1 (optional)

Individually scheduled sessions to discuss which tools will be best for your unique situation.

Strategize how to customize them for you.

Brainstorm practices to help you adopt new habits of use.

Troubleshoot.

Avatar

Your Natural Professional persona.

Premise

Everything supports or drains you.

Distractions drain.

Disorganized info is a distraction.

(Therefore, let's drain the distractions! Ha!)

In a nutshell

Everything in its place
& a place for everything.

3 Reasons

Reason #1

Lots of little things ADD UP.

Reason #2

Other systems rely on your info.

Reason #3

Mind Tools make magic.

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Mind Tools make magic.

Clear intention setting

Mindfulness

our playing field

our playing field

Reference info

our playing field

Reference info

Digital files

our playing field

Reference info

Digital files

Hardcopy files

our playing field

Reference info

Digital files

Hardcopy files

Papers-on-the-loose

our playing field

Reference info

TOOP
(thoughts out of place)

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Lists

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Reference info

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Digital files

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Hardcopy files

Specialty apps

Papers-on-the-loose

The Basics

The Basics

Contacts

The Basics

Contacts

Digital rocks.

Tips

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3. Use the Notes section: keywords, directions, home care notes.
4. Know how to search and/or create Smart Folders.

The Basics

Calendar

Have I mentioned that
Digital rocks?

Tips

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Tips

1. Google Cal is something of the center of the Universe.
2. Have one cal dedicated to Your Scheduled appointments and enter them ALL.
3. Use the Notes section: things you want to remember to take, class call-in details, driving directions/address if it's not going in your Address Book.
4. Work off of the Week View.

The Basics

Password Mgr

Digital... need I say more?

By browser, for example:

Safari or Firefox

or

Cross-platform &

cross-browser:

1Password

The most Important thing:
Strong Master Password

The Basics

ToDo Mgr

Part of your Action System.

For now,
one (1) place
to park the things you need to do.

Digital is great.
Hardcopy is OK, too.

Tips for Evernote

1. Track online research results by “clipping” entire websites.
2. Create text notes for lists you want to access offline.
3. Forward emails to your Evernote account.
4. Share Grocery List with partner who's at the store.

General

1. Acts like a drive, takes any file type.
2. Programs open on your computer.
3. Share folders with someone else.
4. Accessible offline.
5. 2GB free storage.

General

1. Google file types (limited)
2. Work on files in Google's editor.
3. Share folders/files with someone else.
4. Great for collaboration--multiple people can work on same document.
5. Accessible offline only in Chrome.
6. Free storage.

The Mantra of 3

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Clarity

The Mantra of 3

Clarity

Consistency

The Mantra of 3

Clarity

Consistency

**Follow-
through**

Scenarios

Strategies

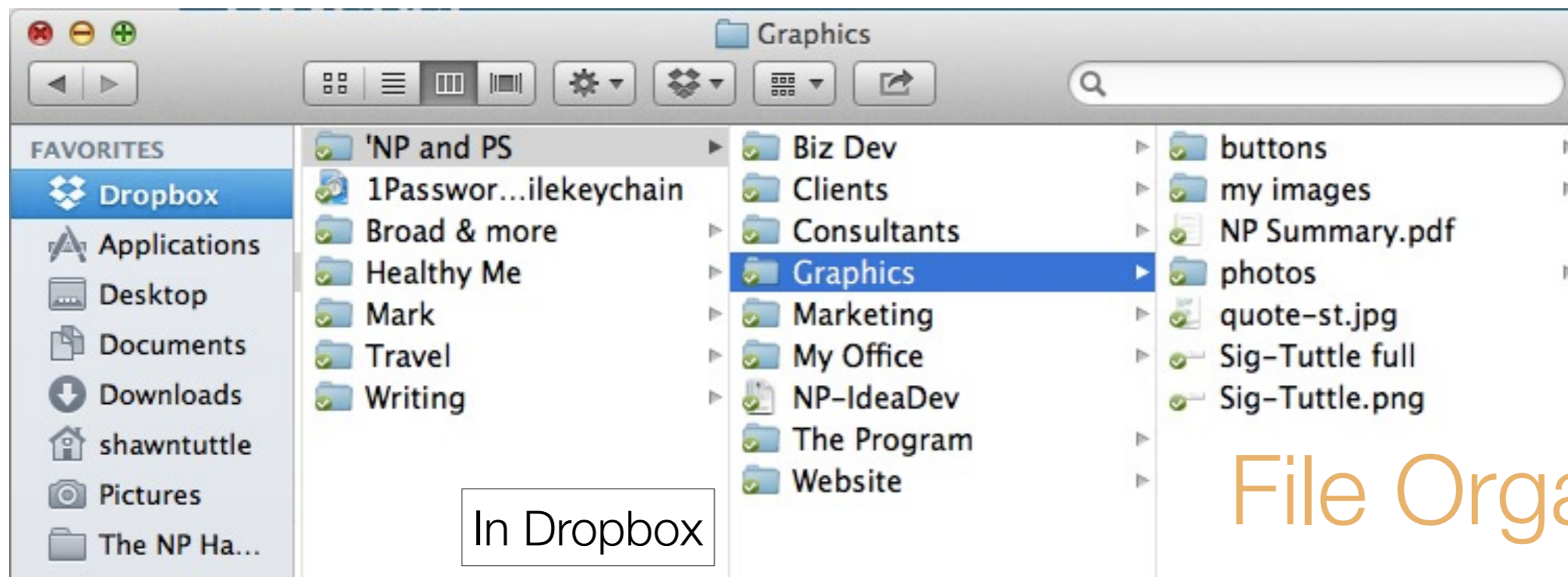
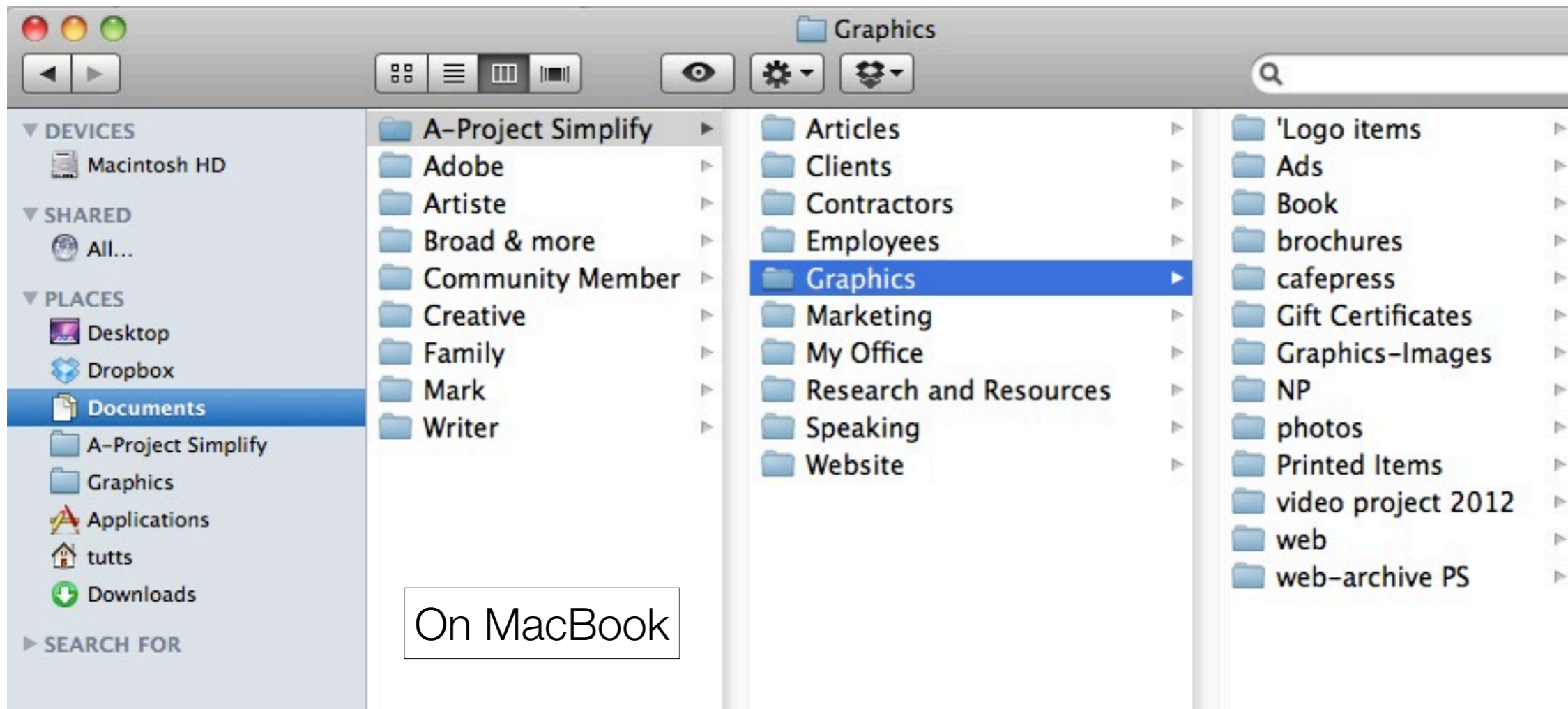
Strategies

File Organization

Categories, then

Subjects, then

File Titles



File Organization

Strategies

Naming Conventions

Business\Clients\
`

New Client template folder

First-Last or Last-First A

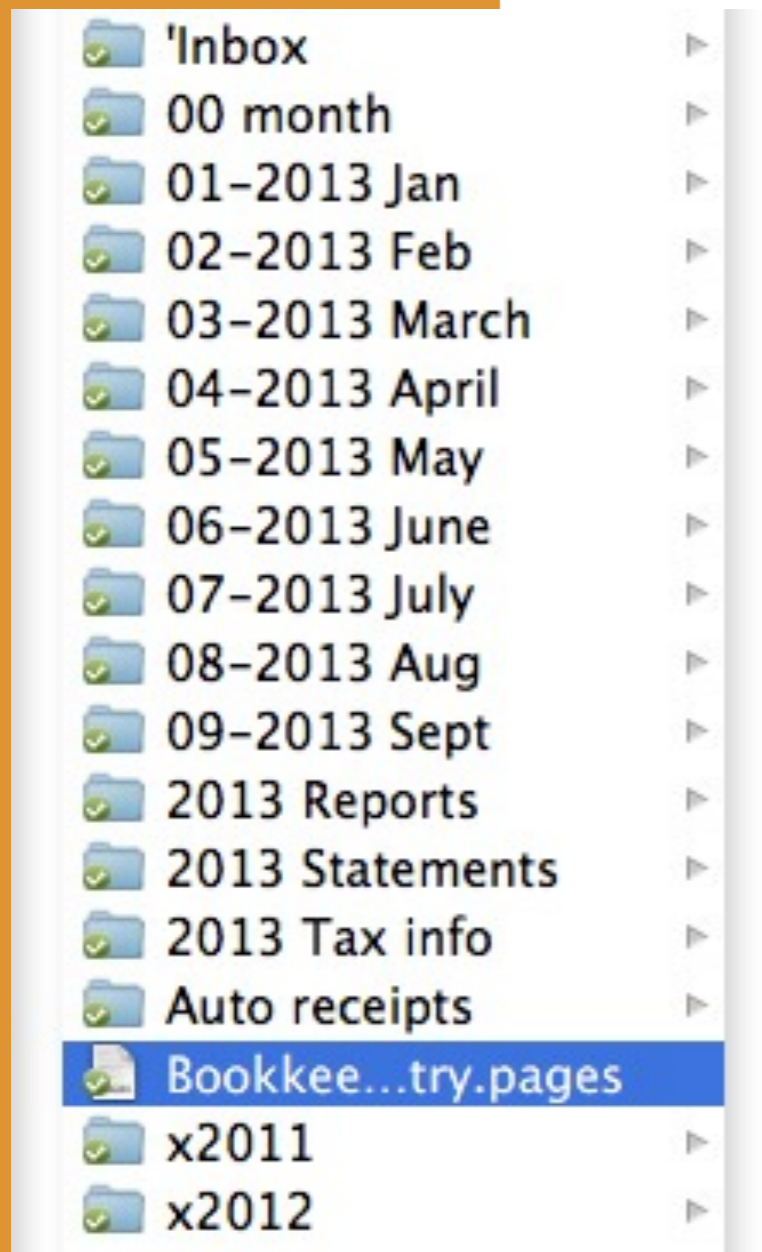
First-Last or Last-First B

First-Last or Last-First C

Z-Archive (past clients)

Strategies

Dating



Dates = 2 digit for month

otherwise 10 October

comes after 1 January

instead of 2 February

Strategies

Version Control

By version #: v1, v2, v3

By date: v08-14, v08-16

These are 2 options. There are others.

Consistency is the key.

Strategies

Labeling

Even if you think it's entirely obvious,
label it.

Systems Approach

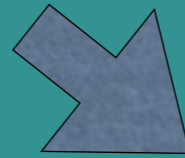
#1

Bill comes
in via mail

Pattern
recognition.

Systems Approach

#1
Bill comes
in via mail

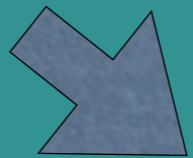


#2
Open & recycle
all unnecessaries

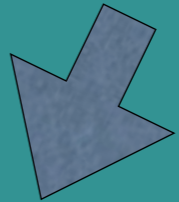
Pattern
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Systems Approach

#1
Bill comes
in via mail



#2
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all unnecessaries

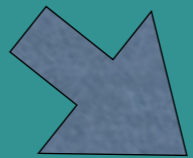


#3
Put in
designated
Bills to Pay
spot

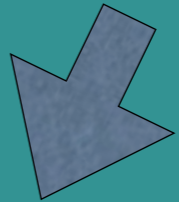
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Systems Approach

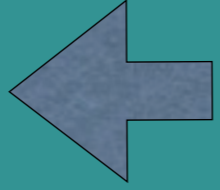
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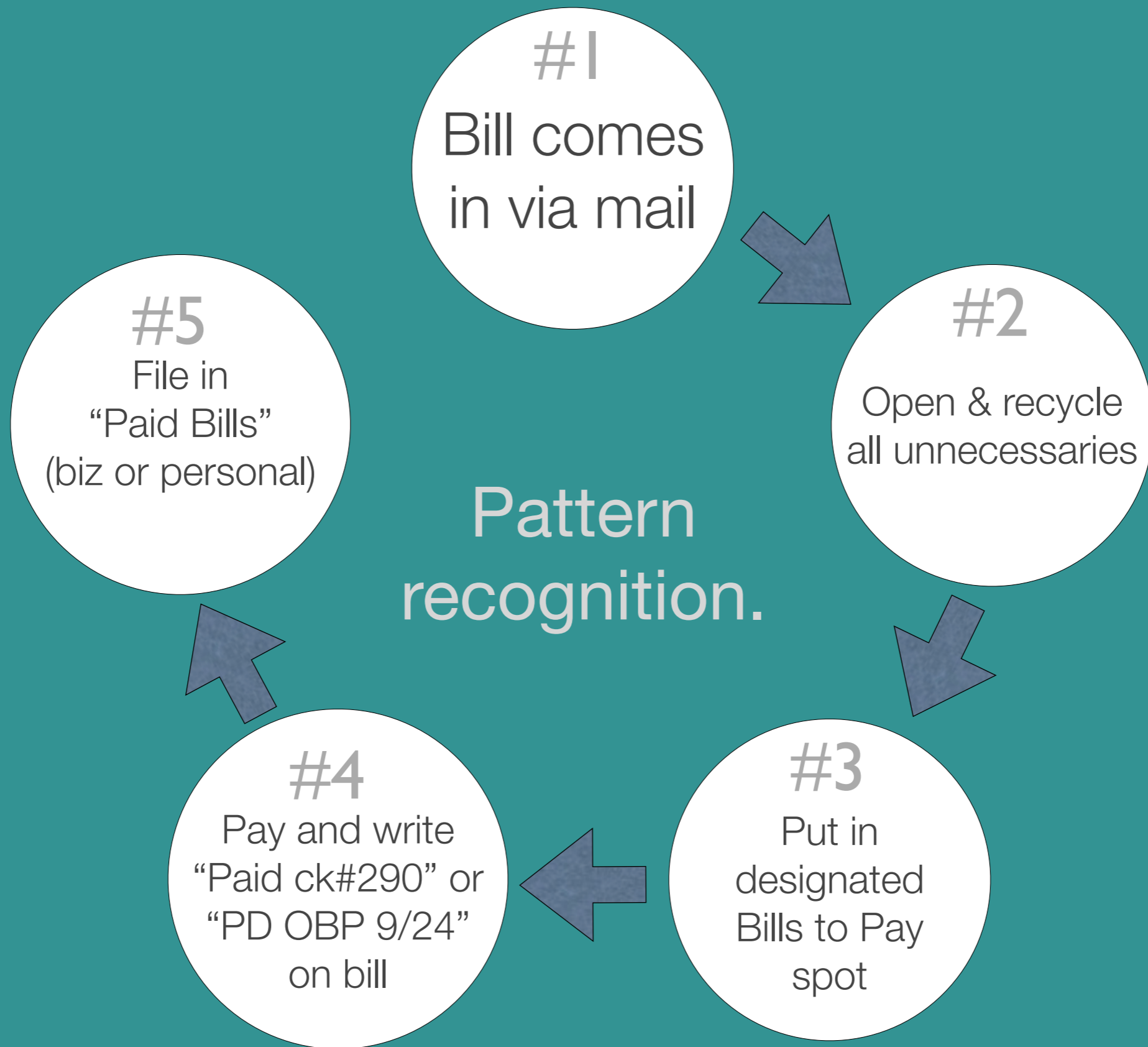
#3
Put in
designated
Bills to Pay
spot



#4
Pay and write
"Paid ck#290" or
"PD OBP 9/24"
on bill

Pattern
recognition.

Systems Approach



Systems Approach



the *natural* professional

the era of disorganization is over.

Resources at

www.NaturalProfessional.com/walktall