

# Faculty Development

## Career Tools

### [Faculty Development](#)

### [On Being an Oncologist](#)

### [Future Programs](#)

### [Career Tools](#)

### [Grants & Writing](#)

### [Contact Information](#)

### Getting Organized

An e-newsletter of organizing tips for faculty members. April/May, 2008.

In this issue:

[NAPO conference](#) :: [Got Photos? Organize Them!](#) :: [Cool Website](#) :: [Got Clutter?](#)

→ Some pages will open in a new browser window. M. D. Anderson does not endorse external sites.

I recently attended the National Association of Professional Organizers conference in Reno this month. If you want to have fun, throw some new office supplies in front of 800 plus professional organizers and watch us all go nuts. The fab Peter Walsh, author of *It's All Too Much* and Oprah contributor, was the keynote speaker. I just love his straightforward and honest approach, particularly when talking about our constant need to collect and buy. A few of the gems he shared with us:

- "Stuff is the worst mistress you can have."
- Bring mindfulness to decisions in your life. Ask yourself: "Does this decision move me closer to this vision?"
- "The stuff we buy has an impact around the world." When we buy something, we also buy the responsibility for it. When making decisions, the Iroquois tribe used to think of the next seven generations and how the decision made today affects the future.
- "People are so terrified by the world that they cling to things."
- "Organization is a path to ultimate freedom."

The big news from the Conference Expo was that The Container Store was there for the first time. You would have thought we found Brad Pitt (or maybe free gas money) by the giddy way we flocked to their booth. Here are a few new products you may find interesting:

- **MyBlis.com.** [Blis](#) is a "web-based home and life information management system." This allows you to have your important information available via your database on their website. Blis allows you to check your calendar, track your medical history, make a to do list, keep important phone numbers, and track your home inventory. You can even print the pages out for a binder if you would like. For those who live in hurricane-prone areas or travel, it's handy to have information accessible from wherever you can access a computer. For the first year, the subscription price is \$125, and after that, it's \$80 a year. The service is still beta-testing and will be up and running by June.
- **Unikeep Binders.** The Unikeep Binders are not new, but the boxy plastic binder has a new member of the family. The [Presentation Case Binder](#) is big enough to hold 11x17 paper, and as the name suggests, it's very helpful when you are making a desktop presentation. There's even a [You Tube](#) video about the product.
- **Unikeep's EcoEndure Line.** [Unikeep](#) has developed recyclable and biodegradable plastic sleeves, CD/DVD-holders and name badges. Finally conference name badges you can recycle!
- **CardScan.** [Scan](#) in your business cards to create your contact list. They have three levels -- personal, executive and team, depending on your needs. Card scanning has come a long way over the years, and it's much easier to edit the information and to read color logos.
- **Photo Frame Card File from Rolodex.** For those who don't want to give up their business card stacks, there is a new Rolodex on the market. Part Rolodex, part stylish decor, the

[Rolodex](#) folds up to show off a 4x6 photo frame and saves footprint space on your desk. The card file comes in black, black wire mesh and cherry wood colors.

- **10-Pocket Project Organizer and the 6-Pocket Weekly Organizer.** As the projects and to-do's pile up, Smead has two new products to help keep you on task, or as they say, "whip any project or wild week into shape." The [10-Pocket Project Organizer](#) is a great tool to round up those pesky projects. You can use one pocket for each project, and the template allows you to capture contacts and notes. The [6-Pocket Weekly Organizer](#) is a tickler file for the week. The tabs are pre-printed with days of the week and you can park your action items inside the pockets as a reminder of what to do. With either organizer, you will have to open them and use them in order for them to be effective. There's always a loophole!

[Back to Top](#)

### Got Photos? Organize Them!

One of my clients, an avid photographer, told me about [IMatch](#), a service to help organize your images. The service is aimed at serious and amateur photographers, librarians, scientists, graphic artists, and other types who need to catalogue and organize photos. For a \$65 license, you will be able to sort, filter, name, search and rework your photos. You can even create photo albums and contact sheets. The software also does a lot of things that I don't understand but photographer and graphic artist types do. I can see how it would be useful in the M. D. Anderson environment for those who have lots of scientific images to manage.

[Back to Top](#)

### Cool Website

[Twingine.com](#) is a search site that gives you both Google and Yahoo search results on a split screen. Since both sites usually have different choices for their top picks, you can browse twice the options. As you hit links on either page, it remains in a split screen so you can compare your results.

[Back to Top](#)

### Got Clutter?

I have developed 15 minute, 30 minute and 45 minute presentations on organizing, time management, and productivity. Moving to a new building? I also have a 30-minute presentation on preparing for a move for your department. I also do one-on-one sessions in your office and help you come up with a solution to your organizing problems. To schedule a presentation or a one-on-one appointment, call (713) 792-8061 or e-mail [Janice Simon](mailto:jsimon@mdanderson.org) (jsimon@mdanderson.org). You can follow me on Twitter!

To subscribe to this newsletter, e-mail [Janice Simon](mailto:jsimon@mdanderson.org) (jsimon@mdanderson.org).

*Happy Organizing!*

-- Janice

[Back to Top](#)

[Back to Previous Issues](#)

[Back to Career Tools](#)

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