

January 2009

“Stop waiting for happiness. Happiness is right here, right now.”

-- Leo Babuta, ZenHabits.net and the author *The Power of Less*

Happy New Year! January is Get Organized Month, and we’ve had a good time so far with the activities here at M.D. Anderson. The Got Clutter? Organizing Expo kicked off the month, and there are some new products to tell you about.

- **Sharpie Pens.** Okay, so I knew about this item before the Organizing Expo. I bought some [Sharpie pens](#) during the holidays and played with them. They’re great and don’t bleed through paper, and several of us have Twittered about them on Twitter. I was happy to see others discover them at the Expo. They come in sets of four – one set is all black ink and the other is has black, blue, green and red ink.
- **Pendaflex Sliding Cover Expanding File.** Usually the flap on an expanding file gets in the way, and you wind up folding it over or tucking it in the back to keep it out of the way. The [flap](#) slides into the back of the file, keeping it out of the way while you work on your files. Pure genius!
- **Avery Signature Custom Binders.** With their [new service](#), you can make a customized binder complete with artwork and logo. By going on their website, you can use templates or create your own to create your design. Then Avery digitally prints the binder and sends it to you. Binders start at \$16.99 per binder.
- **Pendaflex Doodle and Erase File Folders.** Just when you think no one can improve a basic folder, someone does. Pendaflex has a [glossy folder](#) with a space to use a dry erase marker. So instead of slapping sticky notes on a folder or your computer screen, you can take notes on the actual folder and erase them when completed.
- **Pendaflex Secur-Seal File Folders.** Another folder advancement is the [Secur-Seal](#). This clear, plastic folder has a zipper style seal at the top, and you can see what you have inside and keep it in there. This will work well for travel to keep your flight information and receipts all together.
- **Expo Click Marker.** This dry [erase marker](#) slides open and “clicks” shut with a touch of a button. No more looking for missing marker lids.

Go for Speed on Outlook

Jason Womack, who used to work for David Allen Company, has launched his own [company](#), focusing on workplace productivity. Jason so kindly dropped me a holiday postcard, and instead of polar bears and snowmen, his card featured Microsoft Outlook speedkeys. I’ll admit that I don’t use as many speedkeys as I could or should. I “grew up” with Macs during my journalism career and have always been a mouse user. That may change with these:

Control + Shift + V = Move your e-mail into a folder

Control + Shift + M = New Mail

Control + Shift + K = New Task

Control + Shift + A = New Appointment

Control + Shift + N = New Note (This brings up an electronic sticky note for you to type in notes.)

Control + Shift + C = New Contact

Organizing Your Children

As part of Get Organized Month, my colleague Ellen Delap of Professional-Organizer.com gave a presentation this week about organizing your student and children. She had so many great ideas that I thought I would pass them along. For other Get Organized Month activities, visit the Faculty Development website or look at the attached PDF.

- Children usually have too many toys and media in their room, and they become overwhelmed. They cannot possibly play with everything.
- Gather like things together, and eliminate what is not loved or used.
- Store like things together in the area they're used in. Stash frequently used things where your child can access them.
- Install a [double rod](#) in a closet to put clothes within children's reach. They sell these at most stores. Use other [closet organizers](#) to help children organize their clothes and stuff.
- Have a weekly family meeting to create cohesion, synchronize the family calendar for the upcoming week, and decide who's doing what. Ellen suggests each family has a set of home rules and standard operating procedures to create accountability and cohesion. Familymanger.com has charts and other ideas.
- Each night before going to bed, every family member should do the Seven Minute Sprint – which means you pick up everything and put it away.
- Every home should have a landing strip. This is where all the backpacks, purses, etc. go as people come home.
- Everyone's bedroom and each bathroom should have a clock.
- For backpacks, there is the Big Mouth Backpack Filer. It's usually available during back to school times. Otherwise, you can visit the wjschool.com website.
- Remember the KISS principle – Keep It Simple Sweetie!

Scrapbooking Organization

Simply Renee offers their new [Clip It Up organizer](#) for scrapbooking materials. The round base unit swivels and has clips and section tabs for papers and stickers. Additional units can be added to the top. The company also has a [ribbon organizer](#).

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 email jsimon@mdanderson.org. **For past newsletters, click [here](#).** Follow me on Twitter! Look up JaniceSimon. For Facebook, look for Janice M. Simon.

Happy Organizing!

Janice

LINKS:

Sharpie Pens: <http://www.officedepot.com/a/products/701010/Sharpie-Fine-Point-Pens-0-3/>

Pendaflex Sliding Cover Expandable File: <http://www.shoplet.com/office/db/ESS02327.html>

Avery Binders: http://www.avery.com/avery/en_us/Projects-%26-Ideas/Ideas-for-Work/Presentations-%26-Meetings/Articles/Personalized-Binders.htm

Pendaflex Doodle and Erase: <http://www.shoplet.com/office/db/ESS55730.html>

Dry Erase Marker: <http://www.keysan.com/big/pic34550.html>

Secur-Seal Folders: https://www.ontimesupplies.com/Pendaflex_Secur_Seal_File_Folder_skugroup_34591.html

Jason Womack -- <http://www.womackcompany.com/Home.html>

Double Closet Rod:

<http://www.organizeit.com/pochromedouble.asp?rtnFile=clostacc&rtnDisplay=Closet+Rods+%26+Shelves>

Closet Organizers: http://www.walmart.com/catalog/product.do?product_id=10746473