

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. November, 2007.

In this issue:

[Got Scary Clutter?](#) // [E-mail-less Fridays](#) // [Consumable Gifts](#) // [Got Clutter?](#)

"What we're really talking about is a wonderful day set aside on the fourth Thursday of November when no one diets. I mean, why else would they call it Thanksgiving?"

— Erma Bombeck, author of No One Diets on Thanksgiving

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

The Got Scary Clutter? Organizing Expo was a huge hit! Thanks to all of you who came out to see new organizing ideas! For those who missed it, here are few of the new products.

- **Pendaflex Ready-Tab Reinforced File Folders.** These file [folders](#) come with three tab positions, and now you can choose which tab you need and fold the other two down and tuck them into slots so they're out of your way. The tabs are laminated so you can use a label or handwrite (and later erase if needed) them.
- **Pendaflex PileSmart Desktop Organizing and Expanding Quick View Jackets.** Pilers rejoice! Pendaflex introduced their PileSmart products a couple of years ago, and each year, they expand the line. The first new product is the PileSmart Expanding Quick [View Jackets](#) which holds up to 150 sheets of paper. To help organize those piles on your desk, papers can be "piled" into the PileSmart [Desktop Organizer](#) tray. This clear tray is slanted to keep papers looking neat and comes with six colored dividers to corral papers. The dividers are tabbed on two sides and have the write and erase labels on them.
- **Eldon Mesh Cube.** Everyone's favorite black wire mesh is now in a [cube](#)! Eldon still offers the acrylic cubes but now the cube comes in black wire mesh or wood. The new versions will blend better on your desk.
- **Day-Timer Tabbed Wall Calendar.** This spiral-bound [calendar](#) features 14 tabs for each month and reference pages. In fact, I ordered one to create my master calendar for the upcoming move to our new building. The calendar comes with the pink ribbon motif as part of Day-Timer's Breast Cancer Research Foundation or the Shadows and Light design. Even the desk calendar refill has monthly tabs.
- **Day-Timer Leatherlike Soft-Flex Sets.** The Soft-Flex [binder](#) does what the name says -- it can bend, flex and roll. It will be okay no matter how cramped your purse, tote bag, backpack or briefcase is. It can handle it.
- **SpaceCo. Monitor Arms.** The [Space Arm](#) is a great way to keep the monitor off your desktop. To decrease the footprint on your desk, the company has keyboard trays that slide underneath your workstation when not in use, and there is a tray to fasten your CPU underneath the desk. Push the monitor out of your way when you need more desktop space to work. This is great for when space is tight.
- **Fellows Micro-Shred 460C Shredder.** This [shredder](#) can shred up to 10 pages at once, CDs, credit cards, paper clips, and staples. It has a quiet motor too. The safety features prevent small fingers from getting too close and automatically shuts off when hands touch near the paper opening.
- **Rolodex Colored Rotary Files.** Breathe new life into your boring rotary file by selecting a

stylish and colorful one. In addition to basic black, the [Rolodex rotary files](#) now come in pink, yellow, and white.

- **Franklin Covey Passport Planners.** The wire-bound planner features [two pages](#) per day -- which is a little different for those who use Franklin Covey. The second [planner](#) is also wire-bound but has two days per page. The Passports come in a variety of colors and motifs.
- **Tote Bags.** At this year's expo, the women attendees had a great time looking at the tote bags from both Day-Timer and Franklin Covey. But are you really surprised? Tote bags are the second purse, and every woman knows a good tote bag can be hard to find. We like 'em stylish and durable. You know, something you can take your lunch to work in and then haul to a meeting. I fell for two of them at the expo. One was Day-Timer's pink and brown [leather tote](#) from their "Power of Pink" line, and the other was the Julie Morgenstern "[Grab and Go](#)" bag from Franklin Covey.

[Back to Top](#)

E-mail-less Fridays

Let's face it. E-mail has taken over our lives, especially in the workplace. The average worker sends and receives 190 messages per day, according to statistics from the National Association of Professional Organizers. Many companies are fighting back by declaring "e-mail-free Fridays," according to an [article](#) in the USA Today. The article says 39.7 billion e-mails are sent each day as well as 40.5 billion pieces of spam. No wonder our inboxes are bulging at the seams.

Companies, such as Intel, U.S. Cellular, and PBD World Fulfillment Services, have declared e-mail-free Fridays, encouraging workers to use the phone or have face-to-face meetings to create a "more direct, free-flowing communication and better exchange of ideas," said the article. This in turn reduces the number of overall e-mails sent to company workers.

The article also advises:

- Don't hide behind e-mail to avoid unpleasant tasks. If there is a crisis or a problem, it should be handled by phone or in-person.
- Set e-mail hours to avoid constantly checking e-mail for new messages. Turn off the e-mail alerts and only check your inbox at certain times of the day. Otherwise, you constantly interrupt yourself.
- Answer the most pressing and important e-mails first. The others can wait.
- If all else fails, declare e-mail bankruptcy and start over. Some do this by deleting or archiving everything and starting over from scratch. I only recommend this for desperate cases. View a past e-newsletter on [declaring e-mail bankruptcy](#).

[Back to Top](#)

Consumable Gifts

Organizing pal Monica Ricci and I share the same beliefs about gift-giving. It comes from years of clearing out unwanted gifts and doo-dads from people's spaces. Monica wrote a great article in the November/December edition of [Organize](#), the new magazine devoted to everything organizing, to talk about "consumable gifts." Her ideas help you be creative with your gift-giving!

Here are just a few of Monica's suggestions for "clutter-free gifting." For more of her fabulous "clutter-free gift" ideas, pick up a copy of the magazine.

- Tickets to sporting events, movies, or theatrical productions.
- Baskets of food, teas, coffees, or baked goods for the cooking types.
- Gift cards for iTunes, Blockbuster or Netflix, their favorite restaurants, or spas.
- Lessons to learn yoga or a foreign language.

[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 15-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).

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

Happy Organizing! Have a Happy Thanksgiving!

-- Janice

[Back to Top](#)

[Back to Previous Issues](#)

[Back to Career Tools](#)

©2008 The University of Texas M. D. Anderson Cancer Center
1515 Holcombe Blvd, Houston, TX 77030
1-800-392-1611 (USA) / 1-713-792-6161 (7)

[Legal Statements](#) | [Become a Patient](#) | [Make a Donation](#) | [Subscribe to Newsletters](#) | 