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Getting Organized

An e-newsletter of organizing tips for faculty members. Special Sixth Anniversary Edition, 2007.

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"You can't get to the top of Everest by jumping up the mountain. You get to the mountaintop by making incremental steps. Step by step you get to the goal."

— Robin Sharma, author of The Greatness Guide

"A wise man climbs Mt. Fuji once. Only a fool climbs it twice."

— Japanese Proverb

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

Got Scary Clutter? Organizing Expo.

The annual Organizing Expo will be Wednesday, October 31 in the Cancer Prevention Building, 8th Floor Conference Rooms from 10:30 a.m. to 2 p.m. Come and see new (and old favorites) organizing products from our office supply vendors. Other vendors include M. D. Anderson departments, professional organizers from Houston, Borders, and others. This is your chance to ask questions from the vendors themselves.

That's right, organizing fans. The Organizing E-Newsletter is six years old in November. I know. The newsletter doesn't look a day over four years, but what can I say? Organizing keeps you young. It's always an amazing journey. After six years, here are my favorite organizing mantras.

- Think of your home and office as Prime Real Estate. What you have there should be important to you, your family, and your work. Anything else is clutter.
- Help the homeless. Find a home for everything. Stop those nomadic piles from wandering down the kitchen counter or your desk.
- Eliminate the office shrines. If photos, knick knacks, and assorted doo-dads occupy your entire desk or overhead bin, you may have an office shrine. Shrines become a problem when it affects space needed for your work. Purge your collection, take some things home if necessary, and rotate your photos. If you take down a couple of the many photos of your child, it doesn't mean you're throwing away your child.
- Ruthlessly prioritize. You can work 24 hours a day, seven days a week for two years and still not get everything done. Decide what's important and go from there.
- Delegate, delegate, delegate. Don't be afraid to get help when you need it. You're not doing anyone any favors by taking on everything yourself. Cut yourself some slack and share the wealth. Hiring a housekeeper doesn't make you a failure. It makes you efficient since your valuable time should be taken up with something else.
- Everything has an expiration date -- even those ugly presents. It's okay to let go of something you're no longer in love with.
- Start small with one stack or one drawer. Break it into smaller chunks. It's less overwhelming. When you're in that "bad" room of your house, fill a laundry basket with stuff and go into a "happy" room to purge and sort.
- Keeping everything from the past doesn't give you room to live for today.
- You can accomplish a great deal in 15 minutes, 20 minutes or 30 minutes.

- Learn to say "no." If you keep putting out the doormat, you eventually become one.

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Got Clutter?

I have developed 15-minute to 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:j Simon@mdanderson.org) (j Simon@mdanderson.org).

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

Happy Organizing!

-- Janice

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