

Strategic Organizing



If you find yourself going around in circles when you try to organize your home or office, give the DADIE Method* a try before you buy one more Rubbermaid container.

Define the problem. Be very specific. Instead of saying "My office is a disaster", define specifically what is not working for you. Say something like "I can't find my papers once I file them."

Analyze what's not working. Why can't you find your filed papers? For example, you might analyze that you have too many papers for your existing file cabinet, or you haven't given your files familiar-enough labels, or you haven't updated your filing structure in the last 10 years.

Decide upon what actions you need to take to fix what's not working. For example, if you analyzed that you haven't updated your filing system since the year you started your business (or the year you got married, or had your first baby...), you might decide that the first step would be to make an outline of what your file categories should be, and then list the types of folders that should be under each category. You might then decide that you will complete this action by 14 days from today.

Notice that the action you decided to take was very **SMART**: **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime-sensitive.

Implement your decisions. Schedule time in your calendar to work on your plan. Actually scheduling your organizing time as you would schedule a doctor's appointment will commit you to achieving your goals.

Evaluate the results. Does your new filing system work better for you? Could anything be improved? No matter how well done, there's always room for

* The DADIE Method was coined by Elizabeth Howard, ASID. She named it after her father.

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improvement! Schedule regular "maintenance days" to update your new system.



Still stuck? *Absolutely Organized* can help you turn your organizing problems into a plan and help you make your plan a reality. Contact us for a consultation and needs assessment. Just email us at info@absolutely-organized.com or call us at 410.329.3300.