



Hamilton County HRD's Follow-Up Flash: Organizing Skills

**“It takes as much energy to wish
as it does to plan.”**

~Eleanor Roosevelt

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Make a wish! (But it's got to be related to organizing.) What's one thing that, if better organized, would make doing your job easier?

Do you wish you had a better system for dealing with paperwork as it comes in? Do you wish it was easier to find time in the day to get everything done? Maybe you wish you could focus on just one thing at a time and have fewer interruptions.

Whatever you wish for, make a plan! Consider how you can use the organizing process to tackle that issue — or at least to tackle one, manageable part of that issue.

One team in Hamilton County wished that it was easier to find documents on the computer drive that the employees share. When the employees realized that most of them got frustrated when trying to find documents that others had created, they decided to organize the documents in the shared drive.

First, they evaluated what was working and what was not. They discovered that they all had very different ideas about what kinds of document titles make sense. So the group set a goal to develop a system for creating document titles that would be easy for everyone to understand. They're working on it now. Chances are, they'll have a success story to share soon.

Why not follow their lead? Make a wish. Then make a plan. Use the organizing process to achieve success. Wishes do come true — especially when followed up with a plan!

The Organizing Process

1. Evaluate what is working and what is not.
2. Set SMART goals.
3. Sort and purge.
4. Assign everything a home.
5. Use the system.
6. Evaluate the system.
7. Continuously improve the system.

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*Good luck with your organizing!
And if you want to brag, we want to listen!
Please contact HRD with your organizing success stories.
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