

VIC THE VISUALIST

Your Organizational Personality: Everything Out

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MASTER YOUR SPACE STYLE & TURN YOUR CHAOS TO ORDER

When you are in tune and living in your person space style, you're more productive and effective, giving you more time to focus on the things that are important. Your home and office then are a source of creativity rather than a source of distraction. This fast-start guide is designed to give you a general overview of your organizational personality - as determined by the results of the organizational personality quiz - as well as give you a few things to consider to match your personality to your personal style.

CHARACTERISTICS:

- Jots down notes on whatever is available (scrap paper, napkin, receipt, etc.)
- Likes having pictures, inspirational thoughts, cartoons visible
- Thinks having piles of information = working hard
- For things to remain on your radar, you need for them to be in your face

FEARS:

- Forgetting things that are put away: "Out of sight, out of mind"



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PRODUCT CONSIDERATIONS:

- Bulletin board(s) as a tool – define its role and only use it for that purpose
- Color-code similar items in folders
- Clear or translucent accessories to organize items while keeping the contents visible
- Open, plastic desk trays that can be stacked (with similar items sorted together)

INCREASE YOUR PRODUCTIVITY:

- Evaluate and eliminate things that potentially bring clutter to your life, such as removing yourself from mailing lists
- Designate a “drop zone” in your space where everything that you can put away immediately goes - no exceptions - until you can deal with them
- Spend 10 minutes at the end of each day dealing with your “drop zone”