

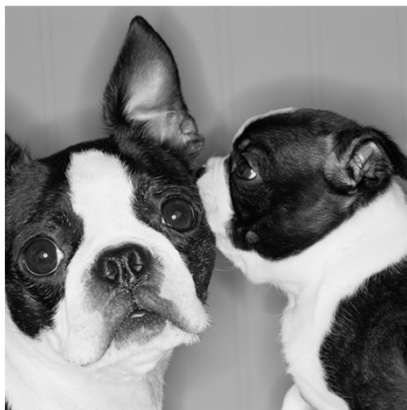
I Found It! Success with Paper and Time Organization

Learning Objectives:

By completion of this session the learner will be able to:

- Complete a self-quiz to realize their organizational personality
- Practice a four-step "TRAF" process for paper management
- Review and use a four-part grid for prioritizing time
- Demonstrate stay-on-course communication skills

Slides and Handouts



Shhhh! Some slides that will be shared during the session are not included to this handout set. This is in order to keep some surprise aspects to our learning session.

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Right and Left Brain Quiz

There is an interesting history behind the Right and Left Brain organizing Quiz. There was an article in Family Circle magazine in February of 1987. The article was written by Barbara Lau and was entitled, "How to Add an Hour to Your Day."

When requesting permission to reprint a personality test that would be helpful to nursing home professionals. Duane Trammell explained that the associates at Anne McGee-Cooper and Associates (www.amca.com) have special appreciation for those of us who work in nursing homes. He was eager to help those of us who care for aging family members when family members themselves are not able to. He also expressed his thanks to all of you who work with elders! He provided the version of the personality test found here.



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Brain Dominance and Organization

Anne McGee-Cooper and Duane Trammell studied both adult professionals and gifted children. They found that the real secret of working more efficiently and enjoyably is to develop personalized habits that fit your own way of thinking and working. Trying to practice traditional skills such as making to-do lists, sticking to your to-do lists, working at a very clean and clear desk, is not easy if it is not your own natural inclination to do these things.

In studies they've found that like hand dominance, even though we use both hemispheres of our brain, we tend to use one side of our brain more dominantly.

The right side of the brain is the originator of artistic images, of intuition, playfulness, fantasy, and emotional responses.

The left side of the brain is source of sequential and rational thinking, mathematical and verbal processes, and traditional book learning.

Over life, we get more dependent on one side than the other.

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Right and Left Brain Quiz Instructions

This quiz will help you to discover if you tend to be more left-brained or right-brained in regards to personal organizing.

On your page– you can use a pencil or a pen – circle the number that best describes how you would operate in the particular situation that's described. For instance, when you read the first statement, an L5 would indicate the strongest inclination for the tendency that's described. If you don't lean very far that way you might pick for instance an L1, and the opposite, an R5, would show a strong opposite tendency.

You should go with your first impulse and you should consider your behavior both at work and at home. At home we probably have more freedom to plan our day as we wish.

Complete only one numbered answer for each question one through eighteen.

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Quiz Instructions Review

Read each of the following statements and decide which describe you best. Then circle the number closest to the place you fit on the line ranging from L5 (extremely organized, plan and routine oriented) to R5 (extremely random, flexible, spontaneous, rarely repetitious or predictable).

If you find you are sometimes orderly and sometimes not, you would probably fall between L3 and R3.

If you find that you are extremely organized and attracted to plans and schedules at work, but just the opposite at home, circle two numbers on the same line, one representing work and one representing your personal life. You might make little (w)= work and (h)= home notations.

Let your intuition guide you as you rate yourself on each answer. Go with your first impulse.

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1. Planning

Do you start your day by making a list, setting priorities, and sticking with them?

Or do you work best just by getting started and working on several tasks at once?

L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

2. Scheduling

Do you find it easy to schedule projects and events and keep your business and social life organized with a calendar system?

Or do you need to get into a project first to find out how long you need to spend on it or wait until the weekend to see if you are going to be in the mood for a social event?

L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R



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3. Follow-Up

Does the project follow-up come naturally for you? Do you enjoy buttoning down details?

Do you find it difficult to remember phone calls that need to be returned or questions that still need to be answered two weeks after a meeting?

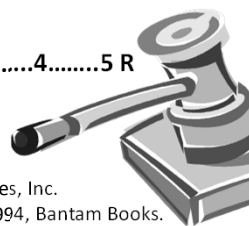
L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

4. Meetings – Closure

In meetings, do you feel more satisfied when items are brought to closure?

Do you feel best when brainstorming new ideas, working to achieve consensus, and keeping options open?

L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R



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5. Meetings – Time

Is it more important to you for meetings to start promptly and end on time?

Is it more important to you to be flexible, follow the group's needs, and keep going until all of the feelings and input on issues are heard and considered?

L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

6. Desk Organization

Is your desk relatively uncluttered? Do you prefer to file things in drawers and have only one project on your desk at a time?

Do you function best when your work is within arm's reach where you can see it or stacked in piles around you?

L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

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7. Work style – Focus

Do you function best when you are allowed to work on one task at a time?

Do you prefer to work on several projects at once so that you can transfer ideas from one task to another and shift back and forth to relieve fatigue?

L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

8. Saying “No”

Do you find it easy to say no to projects that will consume too much of your time?

Do you usually say yes and then find yourself spread too thin, on too many committees, with no time left for yourself?



L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

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9. Communication Style

If you need to communicate information to someone in another office, do you prefer to send a fax or letter to provide the recipient with a written copy?

Do you feel that people are covered up with paper and would prefer a personal phone call giving them the same information, or better yet, would you go in person when possible?

L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

10. Cleaning, Organizing

When you clean your desk, a closet, or the garage, is it easy for you to throw things out?

Do you get hopelessly bogged down in trivia and remain unable to throw things out?



L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

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11. Reading

Do you read books and magazines front to back, scanning the table of contents to decide which articles or chapters you want to read?

Do you frequently read magazines back to front or browse through them, or skip to the last chapter in a book to see if you want to read the middle part?



L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

12. Working Alone or With People

If you have a choice, would you rather work alone in your office on paperwork with the door closed?

Do you find yourself drawn to people, listening and coaching them to create solutions, with no time for the paperwork?

L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

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13. Instructions

If you want to put together an unassembled piece of furniture or an appliance, do you read the instructions first and follow them step-by-step?

Do you only read the instructions when all else fails?

L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

14. Filing

Is filing easy and second nature for you? Do systems and categories seem obvious? Can you locate almost everything you need because you file it when you are not working on it?

Is filing a "black hole" that frustrates and confuses you? Can you think of four titles for each folder, which are useless anyway because you usually end up with more than one file for each project?



L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

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15. Wearing a Watch

Do you almost always wear a watch?

Do you purposely look for times in your life when you can avoid wearing a watch? Is it important to you to respect your intuition and natural rhythms?

L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

16. Punctuality

Do you pride yourself on punctuality and arrive a few minutes early to almost every appointment?

Do you often find yourself running late, pushing deadlines, and pressed for time?

L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

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**17. Personal Schedule**

Do you thrive on a predictable schedule and sequence of tasks? Do you get up, exercise, shower, dress, and eat in a regular sequence?

Do you enjoy changing your routine and surprising yourself?

L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

18. Doing vs. Being

Do you focus primarily on “doing” time, getting things done, and being proactive?

Do you claim a balance of “being” time, time to just relax and enjoy being alive?

L 5.....4.....3.....2.....1.....0.....1.....2.....3.....4.....5 R

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Time to Sum Your Scores

Beginning with the first question, make a cumulative total of all the numbers you circled to the left of the "0" on the scoring line. After you calculate this number, label it your L-Score.

Next, add up all the numbers you circled to the right of the "0." After you determine this number, label it your R-Score.



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Scores

Scoring descriptions will be unraveled and shared on slides shown during the session!



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Left Brain Dominant

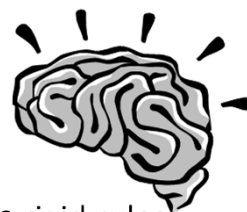
As summary, left brain dominant people are

- Good at establishing priorities, adhering to a plan and working in a sequential orderly fashion
- Love structure, and predictable routines, strict deadlines and working alone
- Hate interruptions and clutter
- Traditional time management rules were designed for left-brain dominant people

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Right Brain Dominant



And right brain dominant people

- Work more efficiently if they break those rigid rules because their brain craves variety, visual stimuli, flexibility, innovation, and times for fun and fantasy
- Need to see work out in the open with “clutter” rather than filed out of sight
- Enjoy jumping from project to project, working in shorter spurts of time and taking on new challenges
- Work better in an attractive office filled with colorful pictures and accessories such as colored pens, paper clips, or notepads
- Do a variety of tasks, take short breaks

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Interview Tip

If you are interviewed for a promotion or a job position. For every word that you might use to describe yourself that might be considered left brain dominant, you might also describe a complementary trait that is more right brain dominant.

As an example,

If you were to describe that you are very organized and really enjoy leaving your desk clear and organized at the end of each work day,

You might also add that, where time is concerned you like to find opportunities for spontaneity and surprise.

When hiring, people sometimes have strong preferences for right or left brain dominance.



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Right and Left Brain Summary

Discover your own style, the one that is most comfortable and effective for you!

Do not expect yourself to do all things thing according to traditional organizational advice

Find ways to make organization work for your own organizational style



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Books on Organizing



Stephanie Winston's Best Organizing Tips
Stephanie Winston



The Organized Life: Secrets of an Expert Organizer
Stephanie Denton



Let Go of Clutter Harriet Schechter

T.R.A.F.

Action	Tips	Places
Toss		
Refer		
Act		
File		

(TRAF Acronym
Stephanie Winston)

T.R.A.F. Practice 1-6

- | | |
|---------------------------------------------------|------|
| 1. Professional association flyer | TRAF |
| 2. Meeting schedule for next month | TRAF |
| 3. Supply store sale notice | TRAF |
| 4. Invoice/bill | TRAF |
| 5. Unsolicited resume | TRAF |
| 6. Family note asking for
something to be done | TRAF |

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T.R.A.F. Practice 7-12

- | | |
|------------------------------------------------------------|------|
| 7. Thank you card from a resident who went home | TRAF |
| 8. Article idea for website or newsletter | TRAF |
| 9. Meeting minutes | TRAF |
| 10. Calendar from another care center | TRAF |
| 11. Notes you took at a seminar | TRAF |
| 12. Directions for how to drive
to a new friend's house | TRAF |

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TRAF Self-assessment



What action did you select most often?

Can you go back and find more items to toss?

What type of items could you toss more often?

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Steven Covey's Time Management Matrix

	Urgent	Not Urgent
Important		
Not important		

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12 Month Planner		
January	February	March
April	May	June
July	August	September
October	November	December

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12 Month Pre-Planner		
January	February	March
April	May	June
July	August	September
October	November	December

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Dealing with Difficult People USA

Interruption rule, it takes on the average _____ minutes to recover from an interruption.

U U _____

“I understand that this is important...”

“I understand your need to talk...”

“I understand why you came to see me...”

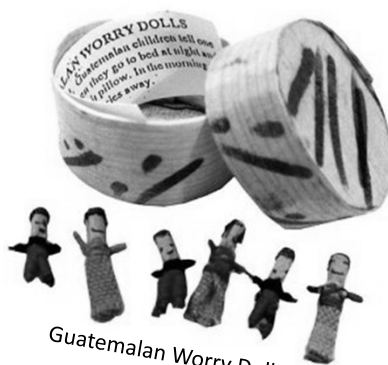
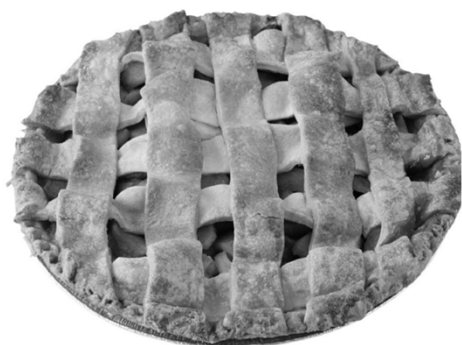
S S _____ Situation, short and sweet then...

A A _____ Action

“However, let’s do this...” A direct action



2 Tips for Dealing with Difficult People



Guatemalan Worry Dolls in a Box
Amazon.com

Worry is...

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Michele Nolta CTRS
RTC, Recreation Therapy Consultants
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