



### 2008 SDA St. Louis Board

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## SDA – St. Louis Chapter *Monthly Meeting Minutes*

Wednesday, June 25, 2008  
“Getting and Staying Organized”

Engineer’s Club, St. Louis, Missouri

### Members Present:

Leigh Abernathy – CRB Consulting Engineers  
Pat Brown – Kennedy Associates  
Karen Dahl – Mackey Mitchell  
Sheila Dumayne – SCI Engineering  
Julie Finocchio – Arcturis  
Vickie Hayden – Randy Burkett Lighting  
Kim Hughes – Mackey Mitchell  
Julie Lynch – SCI Engineering  
Katheryne Morschl – McClure Engineering  
Cindy Petzoldt – Mackey Mitchell  
Cindy Risman – HERA Inc.  
Jean Tedesco – Tarlton

### Guests Present:

Paul Erskine – Aerotek  
Ken Joyce – Indox  
Scott Schirmer – CBIZ.  
Patrick Kinsella – Shannon & Wilson  
Inez Pace – SCI Engineering  
Amanda Boyce – Mackey Mitchell  
Robyn Hofmeister – SCI Engineering

1. The meeting began with informal networking. Danielle Weston opened the meeting at 11:50 and introduced our guests including our sponsor, Lauren Pennington, Gateway CDI. Gateway CDI provides promotional products material, award incentives and other marketing services for their clients. They provided eco-friendly products for “Greening the Heartland.”
2. Introduction of Speaker – Claire Keeling, Sort It Out, consultant for “improving the way employees work.” Claire is also a member of National Association of Professional Organizers.
3. **PRESENTATION:** Claire provided participants with the latest information on paper flow, action systems, time wasters and time management. The presentation was interactive with large and small group discussion throughout the program.

The simplest solutions are the best. People are “Innies”, everything has to be put away, or “Outies”, everything needs to be out. Rolling file cabinets good for Outies, as they will not have a complex folder system because it is hard to find.

“Organizing for your Brain Type”, a book by Lanna Nakone, would be a good reference for the office. The author identifies 4 organizing styles:

- Maintainer - Methodical
- Harmonizer – Relationships
- Innovators – Unique System/ Pilers
- Prioritizer - Delegates

“Getting Organized” by Chris Crouch - Six reasons cannot organize

- No home/system
- Difficulty prioritizing
- Irrational use of time (too many items in one day)
- Difficulty managing on-going projects
- Personality factors
- Psychological factors

Small Discussion Group – Identify one of the most frustrating reasons that you cannot get organized.

Fear of change – Another reason cannot get organized.

How handle incoming paper – Rules of thumbs:

- Fingertips – Action Items
- Arms Length – References
- Somewhere else – Archive

Need to get “Reference” and “Archive” files off desk and in a file.

Need to write “stuff” down, but also review it regularly.

Crucial furniture/office supplies – Inbox, trash can, desktop action system, file cabinet/drawer. Inbox should actually be a “to sort box”.

Need to have action system whether simple or complex.

An invisible resource is time. Time Boxing is setting goal as to how long it will take to finish task.

Need to start creating habits – Stephen Covey – “Knowledge, Desire, Skill”.

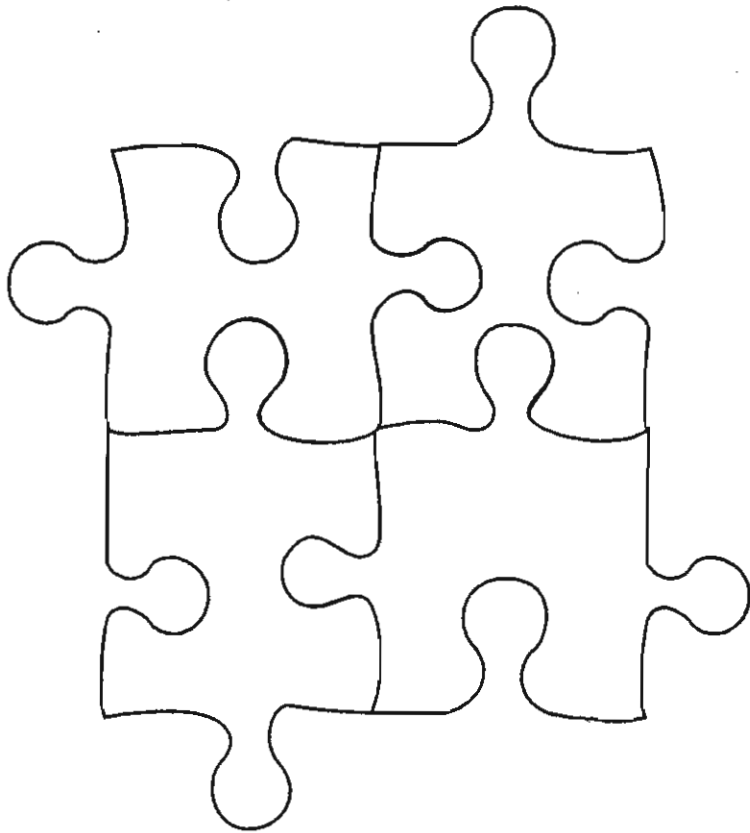
4. See “What You Missed” on the SDA Web Site for the full presentation.
5. Meeting hand-out attached.
6. Danielle adjourned the meeting at 1:00 PM. The next meeting will be July 23, 2008.

|S|O|R|T| it |O|U|T|

Improving the way employees work.

*“Getting and Staying Organized”*  
SDA St. Louis Chapter

# What's Your Style?



## 6 Reasons \_\_\_\_\_

1. No \_\_\_\_\_ or \_\_\_\_\_ for incoming items.
2. Difficulty \_\_\_\_\_ your workload or your tasks.
3. \_\_\_\_\_ use of your time.
4. Difficulty managing \_\_\_\_\_.
5. \_\_\_\_\_ factors.
6. \_\_\_\_\_ factors.

## References for Papers

- Fingertips \_\_\_\_\_
- Arms Length \_\_\_\_\_
- Somewhere Else \_\_\_\_\_

# Action Tab References

## Simple

- Today
- Mid month/End of month
- People (supervisor, assistant, etc.)
- Waiting on Response
- Projects

## Complex

- Days 1-31 or 1-7, 8-14, 15-21, 22-31 or Week 1, 2, 3, 4 or Monday - Friday
- January – December
- Waiting on Response
- Meetings
- Projects
- People (supervisor, assistant, etc.)
- Someday/maybe
- Take home/errands
- Casual reading/Quick reading while on hold

## Time Boxing is...

1.

2.

3.

4.

## Resources

### Great Reads:

- *Getting Organized* – Chris Crouch
- *Getting Things Done* – David Allen
- *Making Work Work* – Julie Morgenstern
- *Organizing For Your Brain Type* – Lanna Nakone
- *Organizing From the Inside Out* – Julie Morgenstern
- *Taming the Paper Tiger at Work* – Barbara Hemphill
- *The Time Trap* – Alec Mackenzie

### Business Blogs:

- [www.webworkerdaily.com](http://www.webworkerdaily.com)
- [www.43folders.com](http://www.43folders.com)
- [www.nevereatalone.typepad.com/blog](http://www.nevereatalone.typepad.com/blog)
- [www.blog.penelopetrunk.com](http://www.blog.penelopetrunk.com)
- [www.shiftingcareers.blogs.nytimes.com](http://www.shiftingcareers.blogs.nytimes.com)
- [www.jobacle.com/blog](http://www.jobacle.com/blog)
- [www.blog.escapefromcorporate.com](http://www.blog.escapefromcorporate.com)

### Organizing Products:

- [www.containerstore.com](http://www.containerstore.com)
- [www.franklincovey.com](http://www.franklincovey.com)
- [www.freedomfiler.com](http://www.freedomfiler.com)
- [www.levenger.com](http://www.levenger.com)
- [www.plannerpads.com](http://www.plannerpads.com)
- [www.shoplet.com](http://www.shoplet.com)