

GO! Get Organized

Table of Contents

Day	Lesson
1	<i>Introduction (class mantra, contract)</i>
2	<i>Organizing Assessment</i>
3	<i>Love Your Office</i>
4	<i>Be More Productive by Working that Task List (audio recording and handouts from Leslie Shreve)</i>
5	<i>Tame Your Tasks</i>
6	<i>File the Paper Stuff</i>
7	<i>Conquer Your Piles</i>
8	<i>Catch-up Day (no lesson)</i>
9	<i>E-filing</i>
10	<i>Maintain Your Calendar</i>
11	<i>Practice Mindfulness, Anti-Procrastination Day</i>
12	<i>Tame Your Inbox</i>
13	<i>Back Up and Catch Up</i>
14	<i>Keep Up with Your Art Inventory</i>
15	<i>Update Your Résumé</i>
16	<i>Keep a Business Manual, Passwords Worksheet</i>
17	<i>Brag About Your Accomplishments</i>
18	<i>Staying Organized</i>