# THE AGILE MANAGER'S GUIDE TO GETTING ORGANIZED

## How Highly Successful Managers Cut Through the Clutter And Get Things Done

### JEFF OLSON

## MAIN IDEA

Getting better organized is the key to accomplishing more for most managers in business. Yet the steps to becoming better organized are rarely complex or difficult. In fact, most managers already know intuitively what they should be doing to achieve more. The challenge lies in putting into active practice the ideas, strategies and techniques of organization.

Effective and productive managers are constantly watching out for ways they can cut through the clutter, focus on critical issues, organize and streamline their paper handling systems, avoid time wasters and manage projects well. These are the basic elements of the agile and effective manager's toolkit.

One of the main impediments to achievement is often clutter -- unnecessary details that add no value but are a drag on productivity. By eliminating the clutter, many managers will immediately become much more productive.

The steps to eliminating clutter are:
1. Know the culprit behind the clutter.
2. Identify your goals and objectives in life.
3. Make goals specific and measurable.
4. Stretch!
5. Be flexible.
6. Focus on your contribution at work.

Simplify your life wherever possible by:
1. Rejecting or keeping at arm's length the unimportant.
2. Taking one thing at a time.
3. Concentrating your efforts.
4. Aiming to contribute productively.
5. Focusing on today, not tomorrow .
6. Using the power of "No".

Planning to accomplish the important things in your life requires  three tools. And the first of them you can probably dispense with after a day or two. The tools are:
1. A time log.
2. A to-do list.
3. A desk- or pocket-calendar with space for appointments.
4. Deadlines.

The way you handle all the paper that comes into your life will have a significant impact on your productivity. In essence, the elements of an effective system for handling paper are:
1. Being able to clear your desk.
2. Organizing the paper you keep into files.
3. Keeping your files in alphabetical order.
4. Handling incoming paper efficiently.
5. Dealing with your reading pile.
6. Cleaning out your files periodically.

For most people, organizing your work effectively will fall into two main areas:
1. Being able to complete projects on your own successfully.
2. Being able to manage a team project effectively.

The eight great time wasters in business are:
1. Meetings
2. Unnecessary reports and memos
3. People
4. Procrastination
5. Perfectionism
6. Waiting for others to arrive for appointments
7. Excessive preparation time on reports and presentations
8. Waiting for other people to complete their assignments

# Summaries.Com

## The Ultimate Business Library

We condense **300+ page** business books into **8-page** summaries.

By reading summaries, you'll get the **key ideas** in **30 mins**, so you can spend more time turning your ideas into **dollars**.

## Knowledge is Power — Invest in Your Future

For just **$2 per week**, you will...

> Learn from the mistakes and success of the smartest people in business;

> Get fresh ideas, strategies & motivation that could be worth millions to you;

> Follow emerging trends, so you can catch the wave before your competitors do;

> Catch up on the classics you always wanted to read.

## 1,000 Top Business Book Summaries

Our catalog includes summaries on a range of topics for aspiring entrepreneurs, managers, and consultants.

BUSINESS PLANS    MANAGEMENT    PRESENTATIONS

SALES    LEADERSHIP    MOTIVATION    STRATEGY

**AND MORE**

summaries.com

Encyclopedia of Business

1,000 Top Business Book Summaries