

SPARKING IDEAS AND ACTION IN YOU AND YOUR BUSINESS  
HARMONY COACHING & CONSULTING

## *The Top 10 Ways To Organize Your Paperwork*

We must all be efficient and productive in today's business world. Being organized helps you handle tasks quickly so that you have more time and space to do what you truly want to do.

### **1. One-time mail system.**

Have an In Box on your desk for new mail/information. Look at your mail once a day. Review each piece of mail once to decide whether to do it, delegate it or dump it. If it adds value to your business or is required for doing business, do it or delegate it. If not, then dump it. If you keep it, then categorize it using the A, B, C system. Use your time wisely.

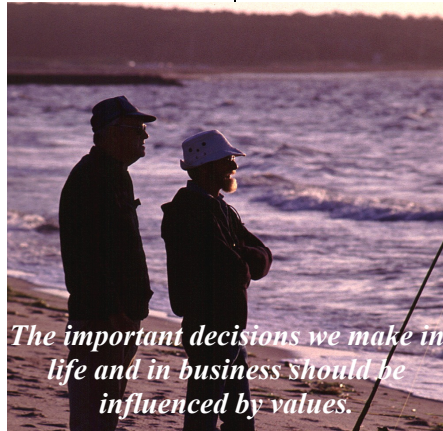
### **2. Categories for performing your work.**

Set up desk trays labeled A, B, and C. Items in category A must be handled today. Category B items must be handled this week. Category C items are generally filing that must be kept because they have some value, such as invoices, tax returns, and statements.

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## *Valueship*

*Transforming The Organization Series*

Valueship is not a new concept. Those who are already leading successful companies are doing so because they are practicing Valueship. James L. Heskett, UPS Foundation Professor of Business Logistics at the Graduate School of Business Administration, Harvard

University, and Leonard A. Schlesinger, the George Fisher Baker, Jr., Professor of Business Administration, senior associate dean, and director of external relations at the Harvard Business School, have studied the correlation between leadership and behavior and organizational performance. They found that leaders of the best performing organizations defined their jobs as:

- Identifying and constantly communicating commonly held values,
- Shaping such values to enhance performance,
- Ensuring the capability of people around them, and
- Living the commonly held values.

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### **Motivational Quotes**

*Honesty is the first chapter in the book of wisdom.*

— Thomas Jefferson

*Adversity reveals genius, prosperity conceals it.*

— Horace

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### 3. Prioritize your work within categories A and B.

Sort the categories into 1, 2, and 3. A1 must be done NOW, it is "hot" or "urgent." A2 can be done this AM. A3 can be done by the end of the day. B1 is done on Monday. B2 is done by Wednesday. B3 is done by the end of the week. Make the decision once, then do the work.

### 4. Filing.

Set a day and time each week for filing. Don't let it stack up. Give yourself space to work.



### 5. Purge your files on a regular schedule.

For example, purge files every six months. Send these documents to storage. This gives you more space to work.

### 6. Storing records.

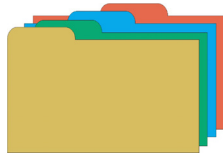
Store documents in boxes. Mark the contents of each box.

### 7. Toss out stored documents on a regular schedule.

For example, two times per year, visit the storage area and remove boxes that are beyond the destruction date. Depending on your industry, they may need to be shredded rather than put in the trash.

### 8. Color code your records.

For example, clients with first names beginning with A-F are in Orange folders; G-K Yellow; L-P Blue; Q-Z Green. This will save you time when you are searching for a file. You can also apply this to AP, AR, Payroll, and Taxes. This can also be done by year. For example, 1997 AP is blue; 1998 AP is purple.



### 9. Hot files.

Put a red cover on files that you consider "hot." These could be urgent projects, legally or financially sensitive, or important VIP clients. Keep these visually at your fingertips.

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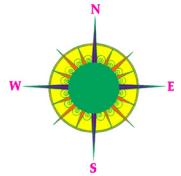
### 10. Use checkout guides.

If you work with other people and share files, create a check-out system so that files are not lost. Put the file name, taken-by name, and date on a card and place it in an out guide box. When you can't find what you want, check the box to see if your co-worker is using the file. Be sure to remove the card from the box when you return the file.

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## Web Site Of The Month!

**Charity Navigator** works to guide intelligent giving. Site helps charitable givers make intelligent giving decisions by providing information on twenty-five hundred charities and by evaluating the financial health of each of these charities.



Check it out at: [www.charitynavigator.org](http://www.charitynavigator.org).



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Never before in history has Valueship been more important than it is today. Almost daily, role models, athletes, corporate leaders, and government officials are accused (and all too often convicted) of theft, drugs, or graft. Adultery is so common that many people give very little thought to the gravity or potential pain and loss it can cause. Our daily entertainment consists of television shows filled with violence, impropriety, and questionable values. Implicit in all this is a subtle approval of behavior we then verbally condemn. By our actions or our apathy, we are setting the standards and values...or lack of them...for our followers and our children, the next generation. The need for Valueship can be seen in every profession, rank, and industry. The important decisions we make in life and in business should be influenced by values.

One classic example of leadership based upon values was the decision of Johnson & Johnson to recall all



Tylenol capsules when there were seven reported deaths in the Chicago area which was attributed to use of the product. Although the problem was a result of product tampering after it was on the store shelf, the company decided to remove all product from every store in the US. The fact that this decision would cost them millions of dollars in the short term was secondary because of their commitment to their number one value: "We believe our first responsibility is to the doctors, nurses, and patients, to mothers and fathers and all others who use our products and services. In meeting their needs, everything we do must be of high quality." Having a clear understanding of their organizational values made the decision to act so decisively obvious.

Valueship is a process of leading people and organizations with as much focus on doing the right things as doing things right. When people, processes, and structure are in alignment with the values, vision, and strategy, the individual and the organization are balanced and the actions of each produce positive results for the other. When people feel as if they are an important part of the organizational whole, are committed to the goals and values of the organization, and see the leaders living these goals and values, they will generally be motivated to do good and even exceptional work. The result is a strategic alignment of resources and true organizational cohesion.

See our next article on [Core Values](#) in the *Transforming The Organization Series*.

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***"We know what happens to people who stay in the middle of the road. They get run over."***

— Aneurin Bevan



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## ***Nagging Connect Dialogs When You're Offline***

If you're getting a connection dialog when you're not online (asking you to connect), and you didn't cause it, it may be caused by another program needing access to the Internet to send or receive data. Some programs do automatic updates (like Antivirus programs) that can be scheduled for a particular time of day, and others may do the same without you being aware that they do so. If you're getting unexpected connection dialogs, check out the programs that you have running to see if any of them are causing it to auto connect.

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## ***A Little Humor***



***Two hydrogen atoms walk into a bar. One says, "I've lost my electron."***

***The other says, "Are you sure?"***

***The first replies, "Yes, I'm positive..."***



# THE COST OF LOST TIME

If employees could be more productive for just one half hour per day, the savings in lost time is amazing. Consider increasing productivity by: teamwork, better communication, better work styles, taking action quickly, resolving problems, or being accountable. If 10 employees were earning \$28.00 per hour, you would gain \$36,960 per year, if the employees actually decreased their non-productive time by one-half hour per day.

How can you increase employee productivity for 30 minutes per day? Take a look at employee competencies within your organization. What skills contribute to productivity? What systems contribute? What hinders productivity?

## Common things we see when working with organizations are:



- Slow problem solving or decision making
- Poor time management
- Resistance to change
- Lack of quality centered planning and executing
- Poor communication skills



Collecting feedback on your employees can improve effectiveness and productivity. The first step is to formally assess each employee to identify strengths and areas of opportunities for development which will allow you to focus on helping them become more productive.

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**Harmony Coaching & Consulting** is in the business of maximizing human talent for individuals and organizations in various industries. We accomplish this through the analysis, design and implementation of [Human Resource Programs](#), [Professional Development Training](#), [Personal/Executive Coaching](#) and [Assessments](#).

## MAXIMIZING HUMAN TALENT



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