

# SHOW AND TELL ORGANIZING

Fast and Easy  
Ideas To Organize  
Everything In Words  
And Pictures

50

“This is a visual approach to organizing with over 50 photos and descriptions of whole-brain ways to store your stuff.”

— LEE SILBER



# SHOW & TELL

## ORGANIZING

50 WHOLE-BRAIN WAYS TO CORRAL CLUTTER

L E E S I L B E R

## **Books By Lee Silber**

Bored Games

The Wild Idea Club

Rock To Riches

Chicken Soup For The Beach Lover's Soul (Contributor)

Organizing From The Right Side Of The Brain

Money Management For The Creative Person

Self-Promotion For The Creative Person

Career Management For The Creative Person

Time Management For The Creative Person

Summer Stories (Short Stories)

Aim First

Notes, Quotes & Advice

Successful San Diegans

Dating in San Diego

## **E-Books By Lee Silber**

Show and Tell Organizing

No Brown M&Ms

The Ripple Effect

Creative Careers

Runaway Bestseller (Novel)

# **Show And Tell Organizing**

Lee Silber

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*If you can find what you need when  
you need it, you are organized.  
Neatness is nice, but not a necessity.*

—LEE SILBER

INSIDE

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## INTRODUCTION

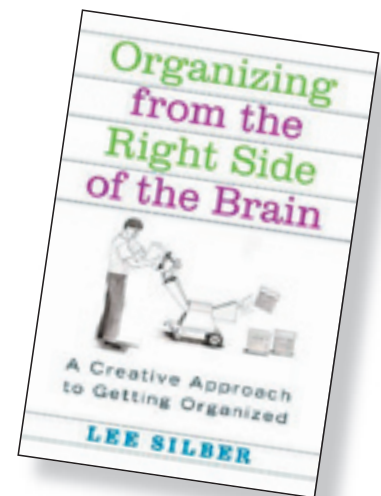
# FAST AND EASY

If you find most organizing books boring and tedious, you are not alone. That's why this book has fewer words and more pictures. I'll show you what to do and tell you how to do it so you get organized simply and quickly.

I won't waste your time or overcomplicate things—you see it and do it. The reason this works so well is that the faster and easier organizing is the more likely you'll start—there's no room for excuses—and once you begin seeing success you'll want to continue until all the stuff in your home and office is stored just the way you want it.

It's just not *get* organized, it's *stay* organized. We'll work with your natural tendencies instead of fighting against them so you don't have to change who you are to organize your things.

For more detailed descriptions please read *Organizing From The Right Side Of The Brain* by Lee Silber.



HOME

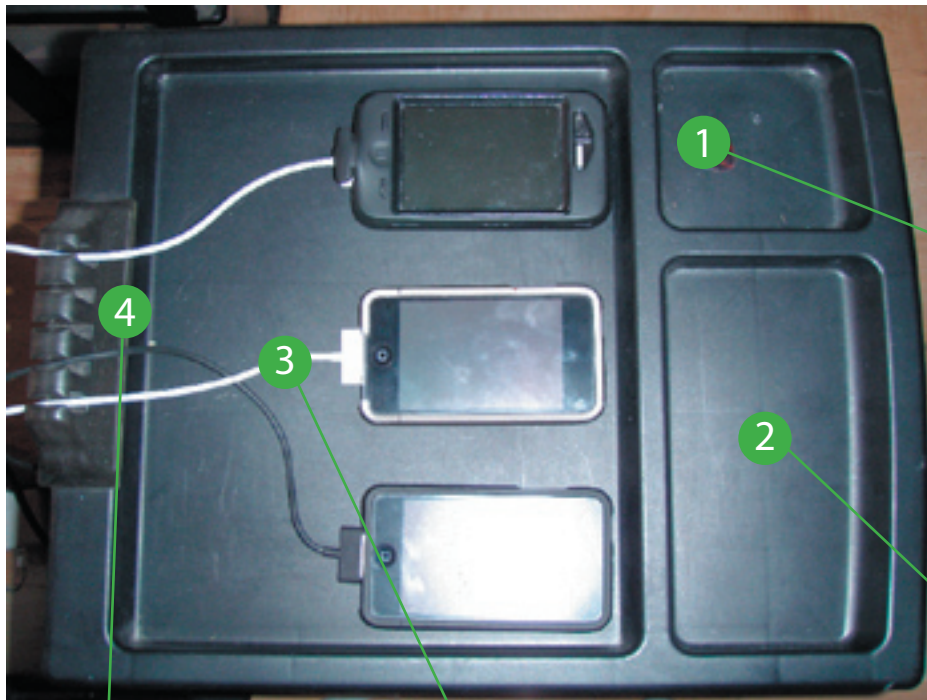
# Part 1

25 Whole-Brain Ways To  
Organize The Stuff In And  
Around Your Home

## HOME ELECTRONICS

# CREATE YOUR OWN DOCKING STATION

Everything is going wireless, but we still have to deal with wires for charging our “wireless” devices. Having one place to charge everything is both neat and easy.



*This divider glues on to almost anything and keeps the cords organized and in place.*

*With the wires out and ready to go it's easier to do ... and thus more likely you will do it.*

*Think about what you will need in the future and leave room to grow. This space is for what's next—whatever that may be.*

*Space to group like things together (keys, wallet, watch, glasses) works well since it's just grab and go which means less is lost and / or forgotten.*

## HOME ENTERTAINMENT

# FINDING YOUR TOP TEN OF EVERYTHING

In order to save space and make it easier to decide what to toss, choose the best of everything (your top ten, give or take) and keep the things that mean the most to you.



*A parameter means creating a space for items and only keeping what fits. To add an item you must subtract one.*

*Books become obsolete fast so keep what's current (or timeless) and relevant to reaching your goals.*

*Finding storage solutions that double as art look good and work well.*

## HOME STORAGE

# THERE'S MORE ROOM IN THE BACK ROOM

We could all use more storage space but most of us aren't moving or doing a room addition so we must make the most of (what little) space we have.



*One place to gain more space is using the back of doors by adding hooks or hanging storage units like this one.*

*Store stuff where it's used whether it's sandals on the back door or hair care items on the back of the bathroom door.*

*My wife has a hook on the back of the bedroom door to hang her outfit for the next day.*



## HOME GARAGE

# SHELVES IN THE GARAGE ARE A MUST

When you take a pile of things on the floor and put them in bins and boxes and store them on shelves you suddenly look a lot more organized . . . and you are.



*Store the stuff you use the least in the hardest to reach places and the things you use the most within reach.*

*When we group like-things together we can use colored containers to make it easy to identify the contents within—green for holiday decorations.*

*Make the most of nooks and crannies using hooks to hang things if you have to.*

*Big containers are great for big stuff. Loose little things organize easier in small containers.*



## HOME GARAGE

# WHEN IT RAINS IT USUALLY POURS

Depending on where you live you will likely have a change of seasons, which means a change of supplies. Rotate what gets a prime position based on need.



*In San Diego we don't get a lot of rain but when we do we are prepared because our rain gear is within reach.*

*These same shelves and hooks hold towels and flip flops during the warm summer months.*

*What you use most often is easiest to get to and what you don't need now is stored elsewhere.*

## HOME STORAGE

# CLEAR CONTAINERS AND THE “CATCHALL”

Life changes and so does the stuff you need to store. Having clear containers that can quickly change with your lifestyle makes your life a lot easier.



*There is nothing wrong with a “catch-all” container (or two) for loose items.*

*Luggage is one of many underutilized places we overlook when we run out of space to store our seldom-used stuff.*

*Clear containers allow you to see what’s inside, but a label also creates a category to group things together.*

## HOME GARAGE

# NO WASTED SPACE STORE MORE STUFF

Having a hard time parting with your possessions? The solution is finding more storage so you don't have to. (Once you max out, then make the tough choices.)



*Cabinets are key to clutter control because once you close the doors you instantly look more organized.*

*Hooks, hangers, and other organizing tools can create clever ways to not waste wall space. Start by drawing what goes where and then go to the hardware store.*

*The less you use an item the more out of the way it can go. Things you use the most should be easy to reach.*

*Don't waste space. Look up, down, and all around for ways to maximize the minimal space you feel you have.*

## HOME GARAGE

# CREATE ZONES FOR SIMILAR THINGS

A place for everything and everything in its place is ideal, but a close second is a section for everything and everything in that section—because it goes together.



*Having a zone for tools (and other things that clearly go together) takes the guesswork out of what goes where.*

*The tools that are used most often are out where you can get to them quickly and easily.*

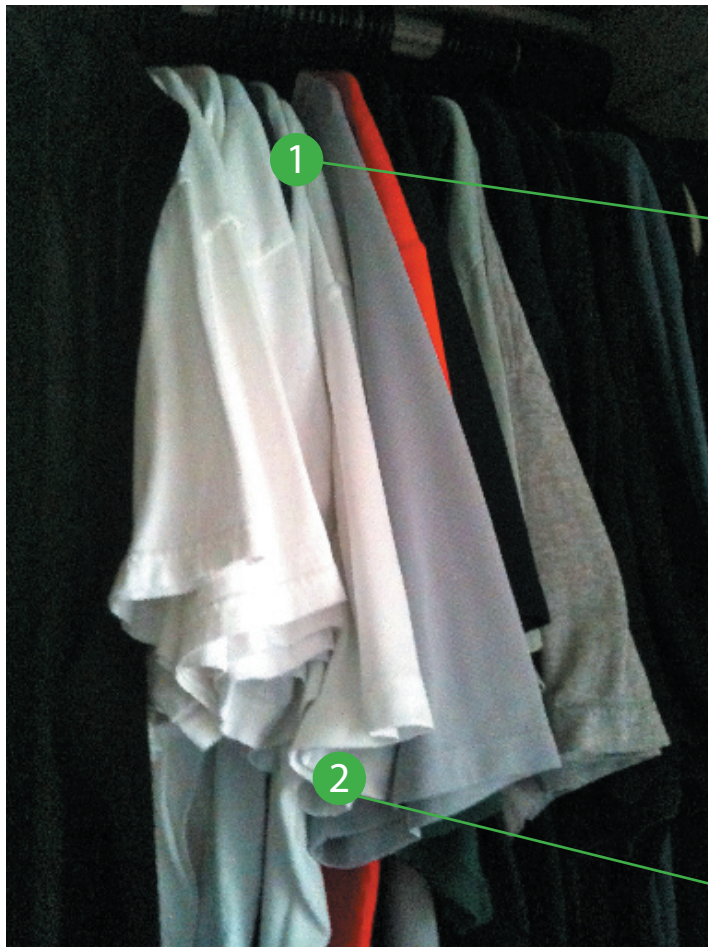
*Storage systems with wheels means you can move your tools to where they are needed.*



## HOME CLOTHES

# COLOR CODING IS AN ORGANIZING BASIC

I already know people will scoff at the fact I like my clothes color coded, but it actually saves time and money in the long run—especially with my limited palette.



*Long ago I simplified my color palette to the colors that worked for me. I always wear black suits because I spill things, it's slimming, and it limits the amount of accessories I need.*

*I'll be honest, my closet isn't always this neat but when I get a break I find straightening up is therapeutic. Does that make me crazy?*

## HOME STORAGE

# BUYING IN BULK IS GOOD AND BAD

The price per unit is usually better when buying bulk, but not everyone has the room to store that much stuff. The best storage system is flexible and expandable.



*It's tempting to buy in bulk because the price is better, but we need to create space to store all this stuff.*

*This rack works well when we have one roll of "paper products" or 50. The best storage systems can accommodate what you may need in the future—not just what you have now.*

*This rack is above a door which gets slammed. Obviously soft goods go here and not hard or heavy things.*

*Jerry Seinfeld organized his cereals alphabetically, which seemed silly. But putting things face-out makes sense.*

## HOME GARAGE

# GRAB AND GO IS FAST AND EASY

Things that are used together should be stored together so when you want to use them you can just grab and go—and not forget anything.



*Make it as easy as possible to put things away and you probably will.*

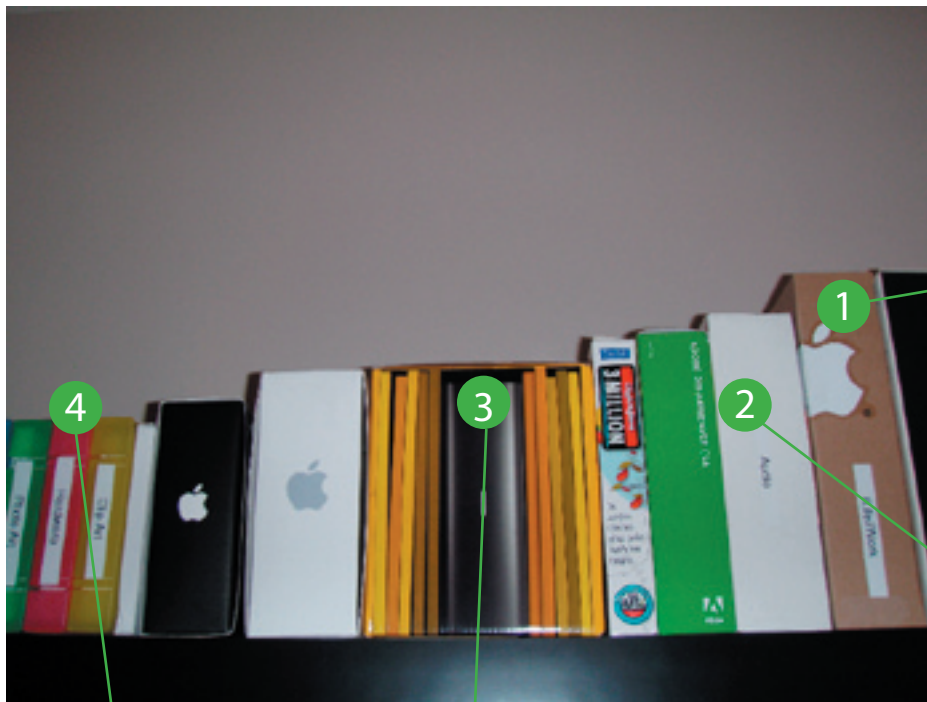
*If things are used often and together don't make them difficult to get to or hard to find.*

*Dedicating a bag for each hobby or sport means you don't have to load and unload—and you lose less stuff.*

## HOME MANUALS

# A SIMPLE SOLUTION FOR MANUALS

Consistency is better than a haphazard approach to organizing. With manuals, instructions, connectors and cords, I save the box and store them all together.



*These are where I keep all those loose disks that don't belong in any of the original boxes but are worth saving.*

*Many manuals are kept under the equipment—where it will be needed—but everything else is here.*

*I know a manual is in one of two places—under the equipment itself or in a box on this shelf.*

*If there isn't a box that comes with an item I will buy a box and label it. This shelf is also located right over where most of the equipment is used.*



## HOME TOYS

# IT'S JUST THE LUCK OF THE DRAWER

The scoop and stash style of organizing works well with kids. All of their small toy figures can simply be shoveled into the correct drawer for a quick clean up.



*The kids came up with the categories for the drawers and now have a sense of ownership in their own organizational system.*

*The drawers are labeled on the top edge which works well when opened. This can easily be duplicated on any drawer, anywhere.*

*The kids can simply open the appropriate drawer and push the pieces in place. Easy.*

*One junk drawer in the house is fine, but it's best to determine what a drawer is for—and label it.*

## HOME KITCHEN

# SPICING IT UP IN THE KITCHEN

People use a few spices in most dishes but have dozens of others for those rare delicacies. This tiered shelf contains the key ingredients used in most concoctions.



*Having a way to stack your spices so you can see what's in back is a must for most of us with more than a few key ingredients.*

*The commonly used spices are easy to reach and right in front while the rare ones are stored in a harder to reach cabinet.*

*Being able to see what you have (usually) prevents you from buying duplicates.*

*It takes an extra second to turn the spices label out and in my opinion, it's worth it.*

## HOME STORAGE

# MIXED USE MEANS MORE STORAGE

Double duty means an ottoman can open up to organize things left lying around the living room. This also means you need half the space to store your stuff.



*With this we can put our feet up and put our stuff away.*

*This ottoman actually does triple duty because the lid flips over and becomes a chess board.*

*Having wheels means moving this around is easy and it can go where the mess is or where it's most needed.*



## HOME PHOTOGRAPHS

# PUTTING PICTURES IN THEIR PLACE

People have been putting their pictures in shoeboxes for years. Now we can post them to Facebook instantly for all to see. But what about our old photos?



*We've been putting pictures in mini albums organized by events for years. We keep them where we can easily see and share them.*

*Each mini album is labeled and it's clear what goes where and overcomes the overwhelming feeling a large photo collection can create.*

*People almost always say one of the first things they would grab in a fire are photos.*

*The shelves were installed specifically to keep these memories safe and accessible.*

## HOME KITCHEN

# KEEPING CAFFEINE WITHIN REACH

Having a zone where related items are kept close to where they are used is one of the most important rules of organizing and is especially effective in the kitchen.



*When you have a deep cabinet it helps to have the things in the back propped up so you can see them and get to them easily.*

*Since making coffee is done daily, it has to be easy to reach, easy to do, and easy to put away. This keeps the kitchen neat and clean.*

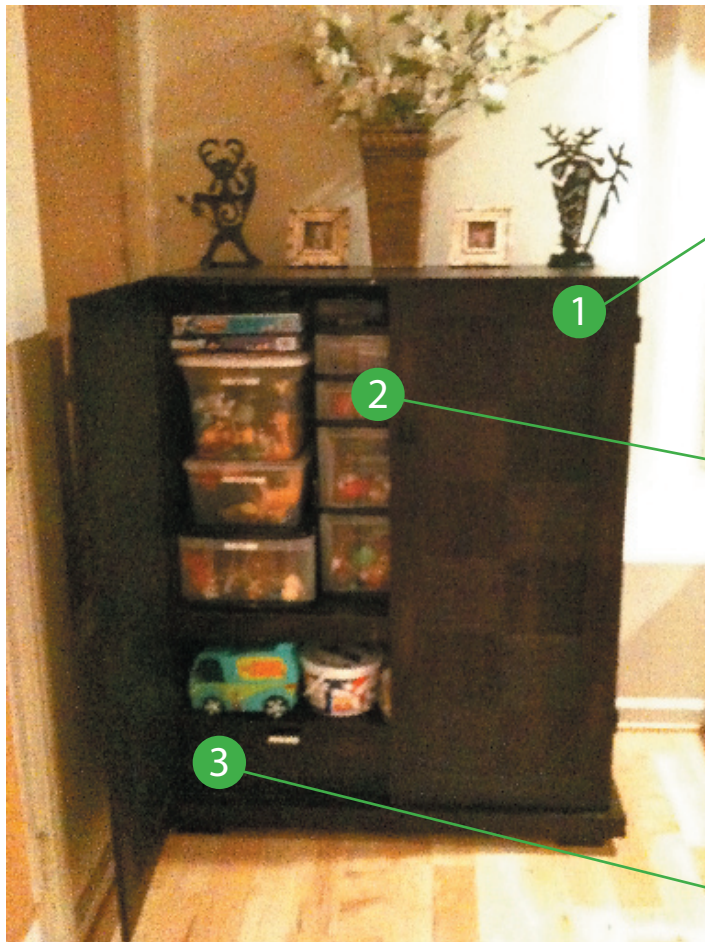
*Coffee-making supplies stored near the coffeemaker makes the most sense.*

*Zones can be broad (hot beverages) but the boundaries have to be both clear and concise.*

HOME LIVING ROOM

# OUT OF SIGHT AND OUT OF MIND

When a room does double duty being able to put things away is paramount. Our kids love to play in the living room so we made it easy to turn it into an adult area.



*Being able to hide clutter is almost as good as not having it at all . . . almost.*

*Our armoire is neat inside and out, but even if you just shove stuff in and close the door, it still looks good—it's the perfect in-room organizer.*

*Shelves and drawers do make a difference in dividing things up.*



## HOME ENTRYWAY

# GETTING YOUR ACT TOGETHER TO GO

If you come home and drop everything by the door you are . . . normal. The key to not losing keys (and other small stuff) is a place to call home for loose little items.



*Take the same things thrown on the floor and put them in a basket and you become instantly more organized. It's really that simple.*

*Having my backpack in plain view allows me to drop things in as I think of them to take with me the next day.*

*Keeping the things by the door that you will need the next day improves your "memory".*

*Looking for lost keys is a major time waster. Having a hook to hang them really works.*

## HOME TELEVISION

# BEHIND THE SCENES TELEVISION STYLE

It took three of us to take my old television out and only one to carry in a new one—and that was years ago. Things are thinner and lighter which means . . .



*Many built-ins were designed for deep televisions which means there's extra space in back when switching to a new one. So I hung a black drape to hide the wires and create extra storage space.*

*There is velcro on the remote and the side of the TV to put it back where it belongs.*

*It's worth finding stands that help you make the most of the space you have to work with .*

*Even though the DVR and Wii are showing, the speakers are now hidden behind the scenes.*



## HOME BATHROOM

# WHERE GUESTS WILL SNEAK A PEEK

Studies show more than half of all guests sneak a peek inside a medicine cabinet. Yikes! What does your medicine cabinet say about you? What do you want it to say?



*This is my medicine cabinet and it's sparse because I only keep the best of everything and clean out the clutter.*

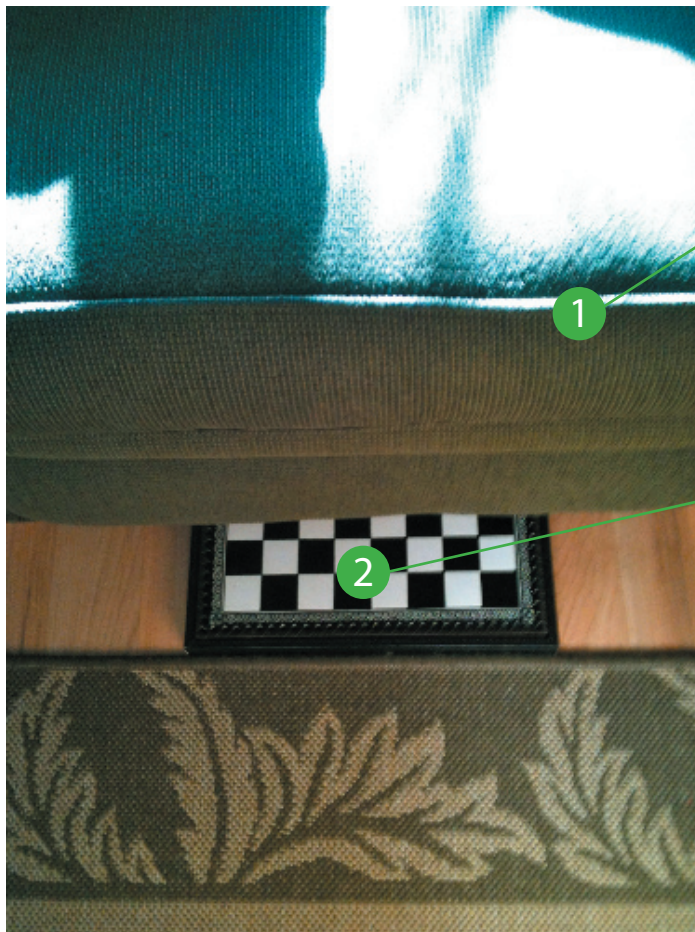
*It seems obvious; adjust the shelves to meet your needs—but not everyone does this.*

*I watch "Criminal Minds" so I know this level of neatness is not always a good sign.*

HOME LIVING ROOM

# A BRAND NEW TERM THE “SHUVUNDAH”

The “Shuvundah” sounds like a Yiddish term but what it really refers to is when you know someone is coming over so you shove stuff under the bed and in the closet.



*The most obvious place to put stuff is under the bed, but the couch is a close second.*

*Storing stuff under the couch or a chair is not a license to fill it with frivolous things. This combo chess/checkers/backgammon board is used right where we keep it.*

## HOME CLOTHES

# TRY DOING MORE WITH LESS SPACE

I would have taken a photo of where my wife keeps her shoes but it wouldn't fit in one shot . . . I'm not kidding. The same is true of her clothes—so I got creative.



*When we bought our beach house closet space was lacking so I turned an unrealistic space for a television into an extra closet.*

*I built a sliding curtain to hide the clothes. Nobody knows it's a creative closet and my wife can keep her new purchases hidden from me.*

*Putting a plastic sleeve over a closet bar allows clothes hangers to move more smoothly.*

*They say opposites attract and when it comes to organizing that's true for my wife and me.*



## HOME OUTSIDE

# IT'S NOT HOW IT LOOKS IT'S . . .

There's a thin line between trashy and a trash can that can hold all of the kid's stuff in one easy-to-use place. It's not how it looks, it's how it works that matters most.



*I simply throw every beach toy in here and wheel it to the beach and then wash it down when we're done.*

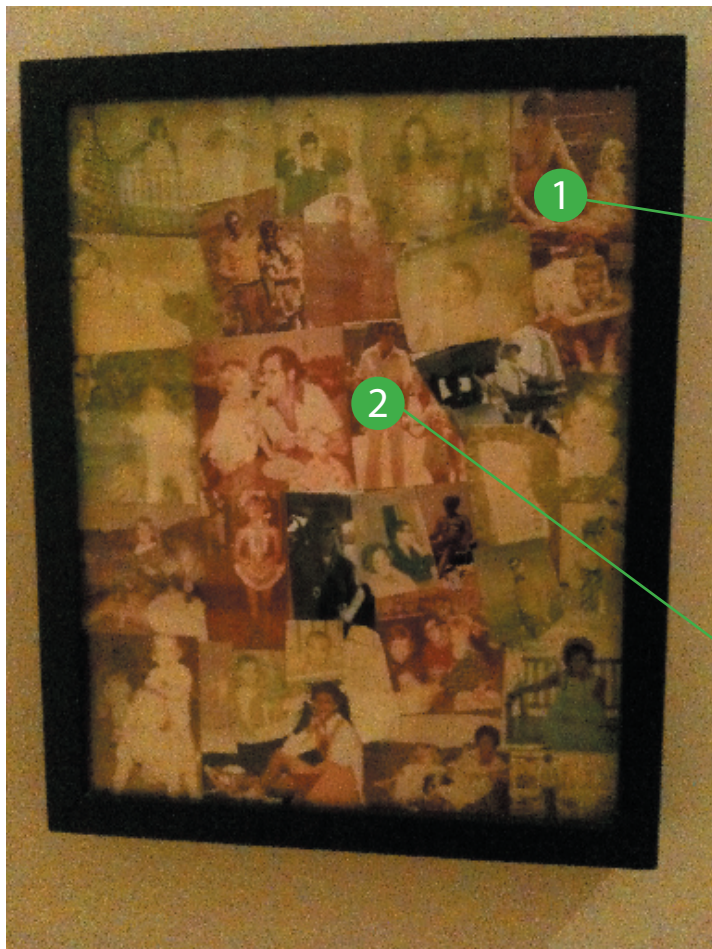
*If it works, it works and how it looks is secondary.*

*Having wheels means moving this around is easy and I drilled holes in the bottom so it drains when it rains.*

## HOME MEMORIES

# KEEP THINGS THAT MAKE YOU FEEL GOOD

Go around your house and put a happy face sticker on the things that make you feel good. These are your most prized possessions. The rest is just stuff.



*My wife's father died suddenly at age 33 after coming home from two tours in Vietnam—she was only eight.*

*This collage was made from photos that were once collecting dust in a box in the garage. She now sees it every day as she goes down the stairs.*

OFFICE

# Part 2

25 Whole-Brain Ways To  
Organize The Stuff In And  
Around Your Office

## OFFICE PRODUCTIVITY

# A SUCCESS BOARD KEEPS YOU ON TRACK

A bulletin board is great, a success board is better. Celebrating your past accomplishments and seeing your future creates confidence and focus.



*Interview yourself and answer as if you have already accomplished everything you plan to do for an article.*

*Break your goals down into six categories then find an image that represents what you want and a number to act as a target to aim for.*

*To remain motivated post things you have done to remind you how far you've come.*

*Create a simple but powerful theme for the year that inspires you and keeps you on track.*



## OFFICE SPACE

# CLEAR YOUR DESK CLEAR YOUR MIND

Feel free to pile your papers, but create a clearing on your desk to work, plan, and think. It doesn't mean nothing is left out, but what's out has meaning.



*Color coded files means you know what's where at a glance. There are several tools to help you corral clutter.*

*In the middle of your desk put a planner (or pile) of the things that are important projects or a priority and need to be handled right away*

*Organize loose papers with open top/closed sided folders so you can easily put things in the proper place.*

*A junk drawer is perfect for papers you don't know what to do with. Scoop them in here until its full.*



## OFFICE STORAGE

# WE CAN SEE CLEARLY NOW WITH PLASTIC

It's amazing how quickly putting the piles on the floor into containers will clean things up. The key is using clear plastic storage options so you can still see your stuff.



*The more flat surfaces the better for keeping key things out and easy to get to, but you still need a place to put everything else.*

*It's amazing how much more stuff you can store when you use clear and easy-to-open containers to capitalize on under-utilized spaces.*

*Stackable containers are okay, but organizers with pull-out drawers are much better.*

*Create defined "zones" for each drawer and then use labels to know what goes where.*

## OFFICE IDEAS

# CATEGORIZE PAPERS TO PRIORITIZE THEM

A “loose leaf binder” is the perfect description for what they do—take a lot of loose papers and bind them together by category and sometimes priority.



*This binder system has been the basis for organizing my papers for the past decade. It's neat, easy to reach, and perfectly portable.*

*The binders are marked by category and are numbered by priority. “Action”, “Goals”, “Reports”, “Success”, and “Archive” covers just about everything.*

*I use the binder containing my goals and plans for the future to help make better decisions in the present.*

*This binder gets the most use because I track everything from sales to success on a weekly and monthly basis.*

## OFFICE PAPERS

# FILING CABINETS VS. PILING CABINETS

Piling papers with a purpose can work for projects in progress, but eventually it is time to put these same papers out to pasture . . . or better yet, file them.



*The tops of filing cabinets are perfect for piling papers. Here the space is used to store stuff that is not ready to be archived.*

*Having a limited amount of filing space should (theoretically) cause you to occasionally purge papers. Ideally do this a little at a time whenever you open a drawer.*

*We are not a paperless society (yet) and storing papers for tax purposes is still important.*

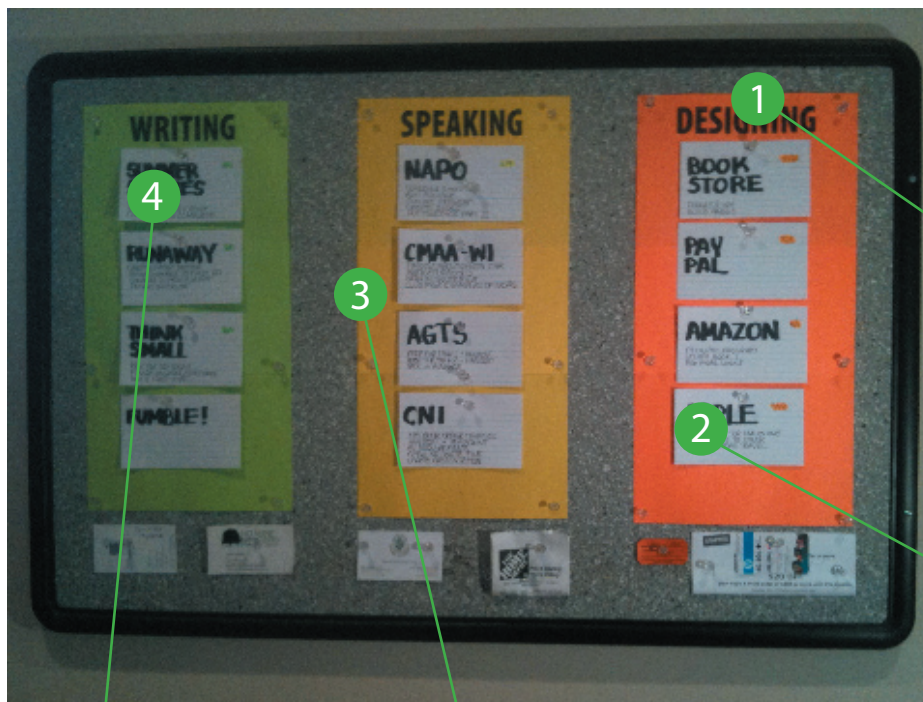
*Don't reinvent the wheel for filing. Create categories using numerical or alphabetical systems.*



## OFFICE PLANNING

# TRY THE STOVE TOP TECHNIQUE TO TIME

The stove top technique means you limit the amount of things you have “cooking” at once and decide what’s on the “front burner” and what goes on the “back burner”.



Create headers for each area you want to focus on that are both broad but also defined enough to keep you on track.

Use index cards to write down projects or goals you are working towards and the steps you need to take to complete them. Add in deadlines as well.

Posting the cards in order of importance works well and of course removing them upon completion feels great.

Color coding the sections isn't necessary but does differentiate each area at a glance and looks good, too.



## OFFICE TECHNOLOGY

# BACKING UP THE BACK-UPS

People wait until it's too late to prepare for the worst. When it comes to computers, a disaster could mean the loss of memories (photos), music . . . and worse.



*Making backing up automatic means it gets done—period.*

*Having an off-site storage (a cloud) for data is a life saver when disaster strikes at home.*

*Keep what's current on your computer and archive what's outdated on an external hard drive to save time and space.*

## OFFICE EQUIPMENT

# THE LABEL MAKER IS THE ULTIMATE TOOL

Other than my laptop, my favorite—and most-used—organizing tool is the label maker. Even though I have perfect penmanship, I still use this tool for everything.



*The uses for a label maker are endless and once you start using one you won't want to stop.*

*Labels like these create consistency, make everything easier to read, appear more professional, and above all, help with organization.*

*The clear and white background tapes work best, but there are other colors if black is too boring.*

*Labels are pricey so before hitting print try to come up with ways to say more with less words.*

## OFFICE ACCOUNTING

# DRAG AND DROP WORKS REAL WELL

Drag and drop is a computer term but it works equally well with receipts. I just open a drawer in my desk and drag or drop the receipts into the monthly slot.



*I tried all the computer (read: complicated) accounting programs and went back to the system that works the way I do—fast and easy.*

*The less impediments to a task (like having to lift a lid or open a program) means the more likely I will use it—and use it consistently.*

*There's no need to reinvent the wheel when it comes to accounting. If it works, it works..*

*If all it takes is opening a drawer and dropping a receipt in the right receptacle, then it will get done.*



## OFFICE PLANNING

# HOW DO YOU SEE THE CALENDAR YEAR?

It took me years to realize my half birthday is July 4th, and even longer to notice I don't see the year in the traditional way—so I made my own creative calendar.



*I see the seasons as colors (I know, weird) with the warmest months (in San Diego, anyway) running from June to December.*

*At the center of everything are my goals. When you manage your time around your goals you're well on your way to achieving them.*

*Like many right brainers, things are round and not rigid or linear in nature. That's the key to this custom calendar.*

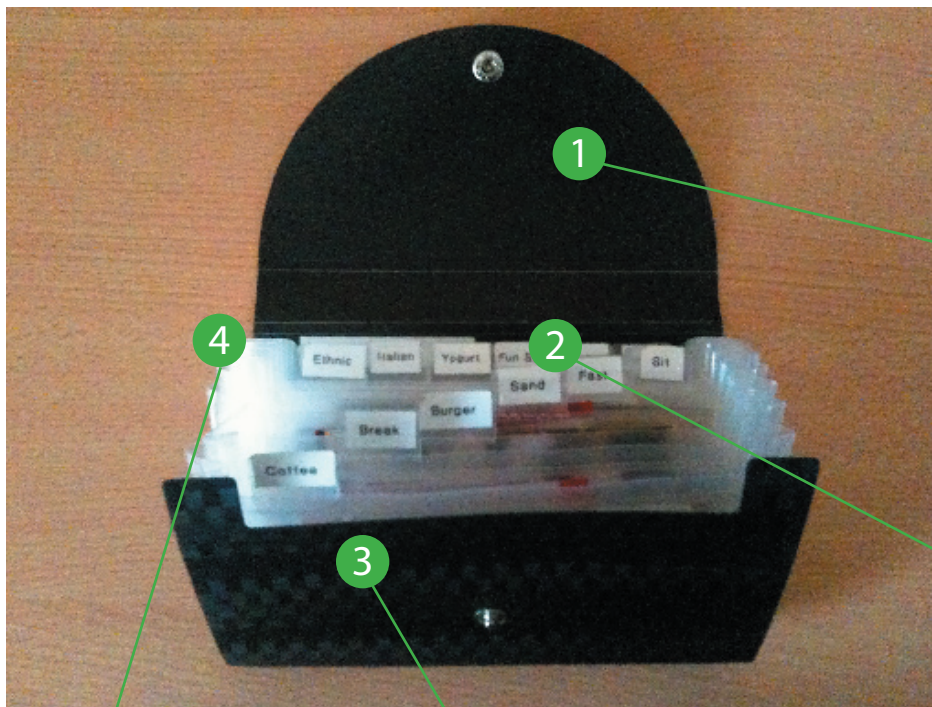
*Plotting projects on a "timeline" really helps create a reality check of what's possible—and what's not.*



## OFFICE FINANCES

# IT'S ALL ABOUT THE BOTTOM LINE

Way before Groupon I've been obsessed with getting good stuff for less money. That's why coupons have become a way of life. Here's how to keep them organized.



*This coupon carrier (my own term) has saved myself and my assistant hundreds of dollars and hours—and both boost a bottom line.*

*The categories include everything from coupons for coffee to half-off airport parking—and since this is in the glove box I am always ready to save.*

*Categories for coupons keeps everything current and less confusing in a rush—and when are we not hurried?*

*Even though the organizer costs (roughly) five bucks, it's paid for itself more than a thousand times over.*

## OFFICE FILING

# NOT A “PAPERLESS” OFFICE JUST YET

Even if predictions of a paperless office come true, we would still have to deal with digital clutter. As it is we still have folders we must file and find in the real world.



*File folders with sealed sides are best for losing less stuff.*

*What is the first thing that pops into your mind about a file? That's how to title and tag it.*

*Every time I open a file drawer I do a little deleting of dated files or find a way to thin out a folder. It's better than wasting a day on it.*

## OFFICE TECHNOLOGY

# A DAILY REMINDER OF WHAT'S POSSIBLE

There is one form of change we can control and that is the look and feel of our computer desktop. Let's use it as a daily reminder of what we want to do with our life.



*I change my screen-saver daily to reflect what I want to focus on and what I need to push me to make it happen.*

*Turn your goals into slides that you can swap out to meet the mood or motivation needed to complete a task and do what you need to do.*

*If your business plan is a bunch of boring words turn it into a series of exciting pictures.*

*Your computer is the one thing used daily so make it a constant reminder of what to focus on.*



## OFFICE MOTIVATION

# SURROUNDED BY YOUR SUCCESS

Save some space to celebrate your success and surround yourself with the things that inspire and motivate you to strive to do even more.



*Some people put their awards up to impress others. I display my writing awards to inspire myself daily.*

*I made miniature versions of my last twelve book covers and framed them as well as the one I am working on. When I see this I am reminded of what's possible.*

*Mixed in here is a mock up of my novel with a concept cover glued over my favorite book.*

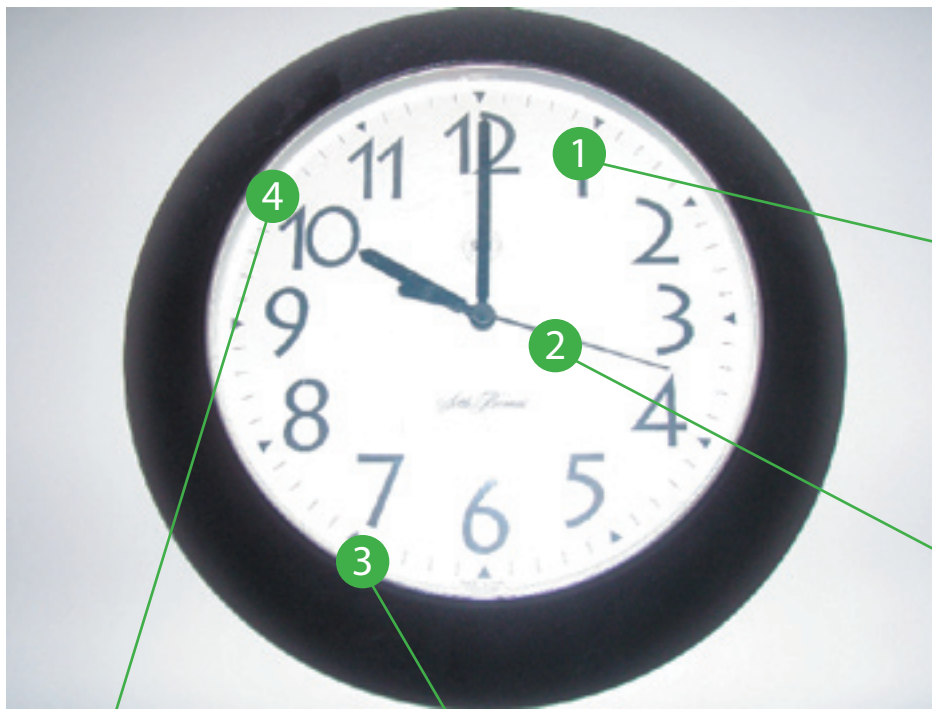
*Hang your degree where you can see it (this is my wife's) and give it the space it deserves.*



## OFFICE MOTIVATION

# TIME FLIES WHEN HAVING FUN OR NOT

Time is money—and many of us waste it as if it isn't even that important. To be more aware of time (and where it goes) post a large clock where you work.



*"Time is money" is a common saying, and it is when you bill by the hour. But time is really your life and who wants to waste their life?*

*Pay attention to your prime time (you are most motivated, able to focus, and get things done) and use it for important projects.*

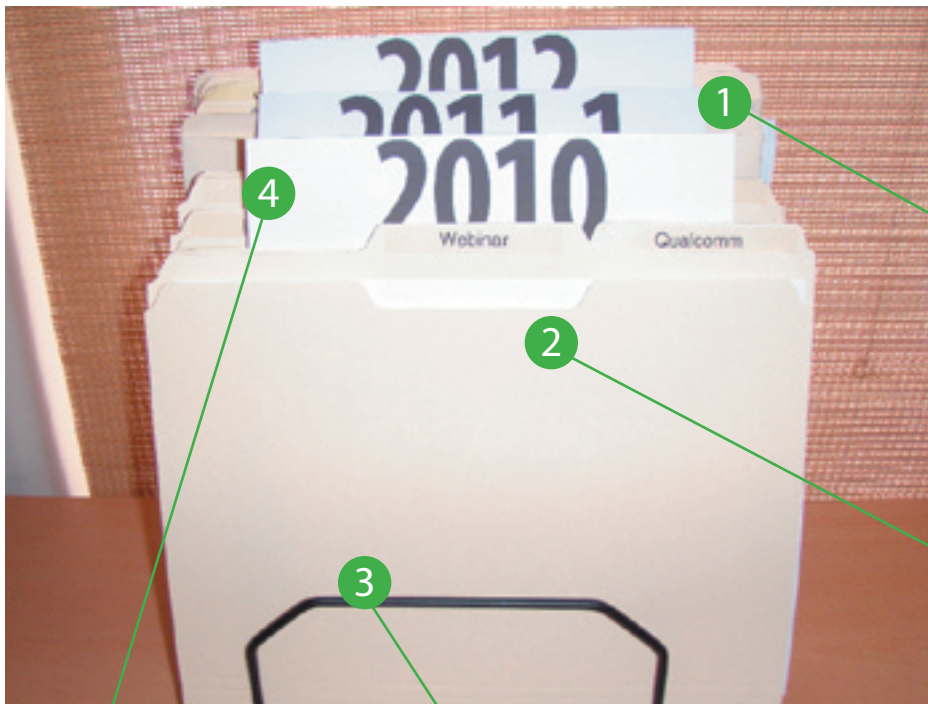
*Ever notice there are no clocks in casinos? They don't want you to pay attention to time.*

*With a clock staring at you while you work you tend to work faster and smarter.*

## OFFICE FILING

# STADIUM SEATING FOR FILE FOLDERS

I prefer piling to filing but I also realize it defies the oldest rule of organizing which is to not put something large on top of something small, so . . .



*There are times to pile and times to file, but this is the best of both worlds because folders are out and within reach, but readable.*

*Piling is fine, but like anything, only in moderation. Being able to see things serves as a constant reminder—good and bad.*

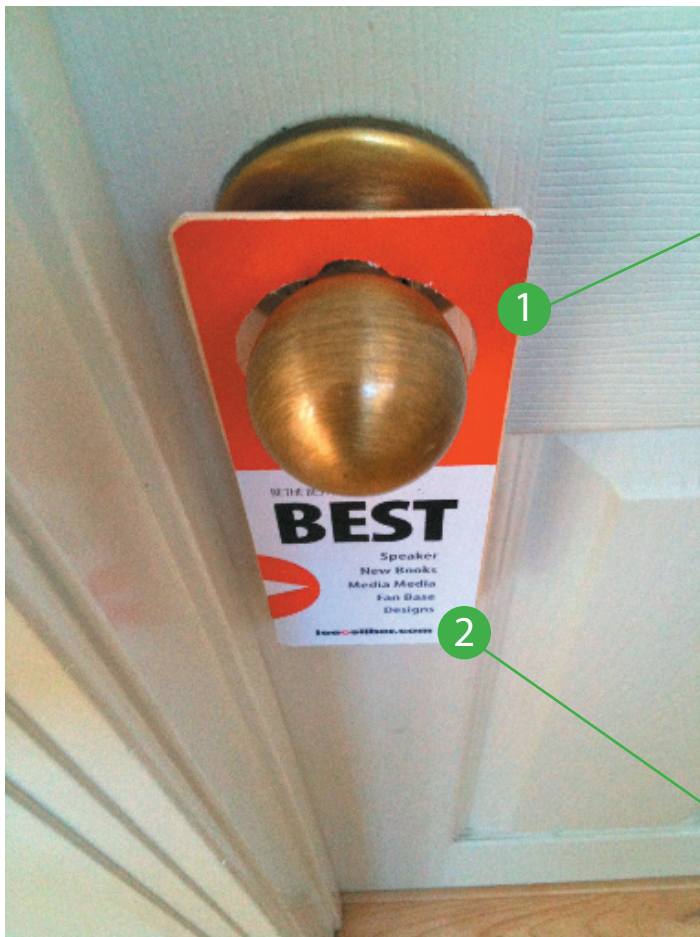
*The dividers let me know which level is which—based on the year an event takes place.*

*This rack allows me to keep current files out where I can see them due to the design (it's tiered).*

## OFFICE MOTIVATION

# OPEN THE DOOR TO OPPORTUNITIES

The first thing we see when we get to work in the morning is the door unless you are in a cubicle, but the same principle applies—post your goals in plain sight.



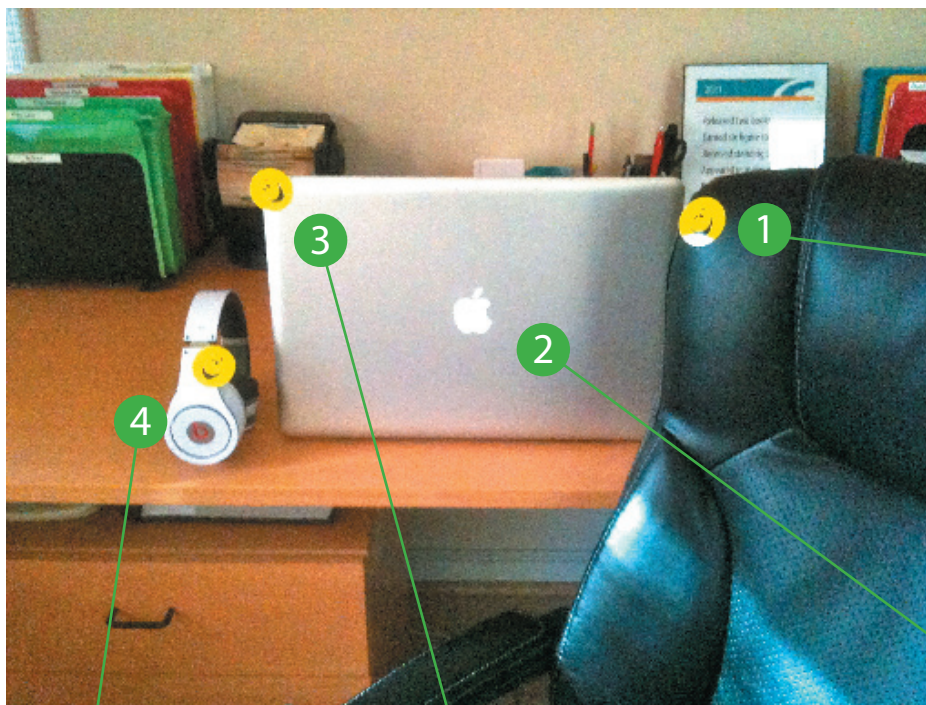
*Having your goals on your door means you are telling yourself and those around you what you intend to do. It will guide your decisions and make you more accountable.*

*I bought the blank door hanger from Michael's and then printed out my goals and glued them on. It was simple and it works.*

## OFFICE CHOICES

# YOUR BEST STUFF MAKES YOU SMILE

Go around your office and put stickers on things that either make you feel good, make you money, or make you more productive—the things that make you smile.



*When you organize around your most important things it's clear what goes where. For instance, my nice new (and big) office chair dominates the space.*

*When you think about how much you use your computer, everything about using it should be easy.*

*Replacing several cheap headphones with one excellent pair saved space—and they rock.*

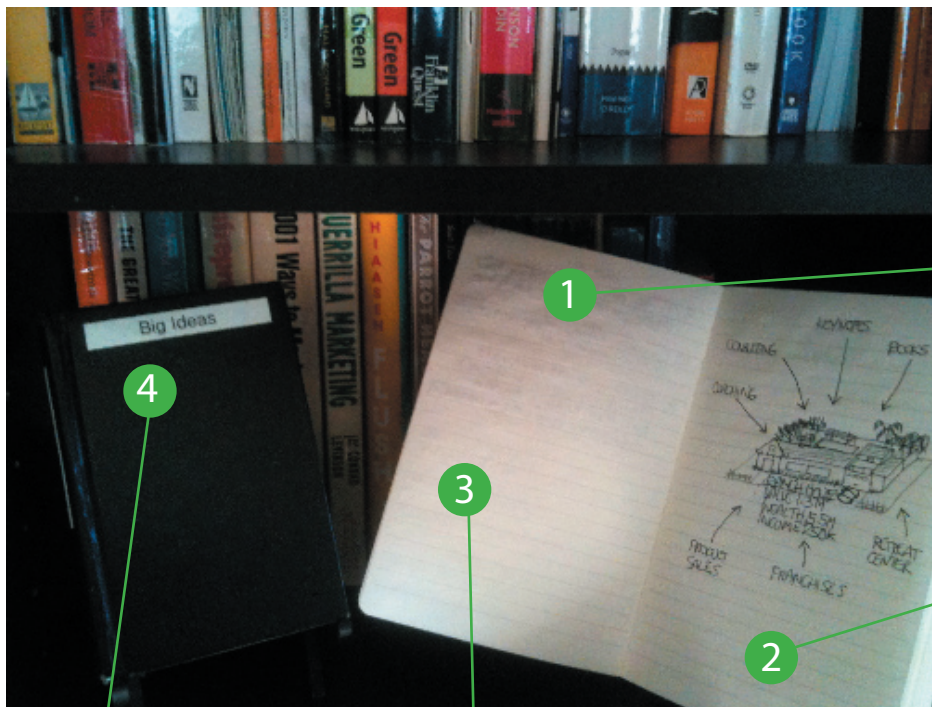
*I love my Mac and because there are less programs available I have a lot less software to deal with.*



## OFFICE IDEAS

# THE BEST BOOK YOU WILL EVER OWN

Every big thinker had one. What was it? If you said an idea journal, you are a genius—and as a genius you must have somewhere to store your ideas and insights.



*If there was a fire I would grab my kids, my computer, and my idea journal . . . and not necessarily in that order.*

*Put what you want in your idea book—drawings, doodles, designs—but don't decide whether an idea is good or bad, just get it down on paper.*

*Don't ever get rid of your journals because the right time for an idea is hard to predict.*

*Journals should be small enough to carry with you but large enough for your big ideas.*

## OFFICE PAPER

# PILE YOUR PAPERS WITH A PURPOSE

There are ways to pile your papers that are even more effective than filing them—especially with projects in progress. This is how I plan my books with piles.



*Files with sides are best for a lot of little and loose papers. I then transfer the ideas to index cards.*

*Banding papers in your piles is sometimes the difference between a mess and a system.*

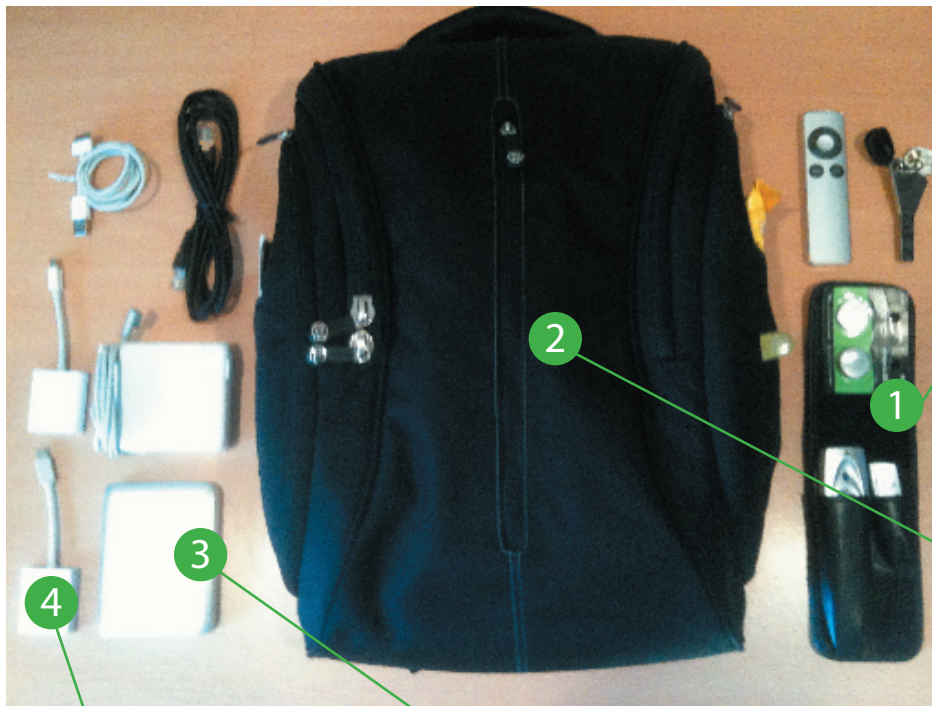
*I wrap sections of my piles with colored paper and label them so I know what's what at a glance.*

*I jot down notes on index cards and sort and shuffle them as sections and chapters come into focus. I carry cards with me to capture ideas when and where they strike.*

## OFFICE TRAVEL

# MURPHY'S LAW IS A KEY FACTOR HERE

Murphy's Law means you expect the best but plan for the worst. That's why I carry two of everything, just in case. Now I can handle (almost) any issue on the road.



*Not only do I carry two remotes for presentations, I also have a backup battery and a backup for the backup.*

*I chose a carrying case for my computer that has a lot of little pockets to create zones for all the things I carry with me when I travel.*

*Carry with you connectors for what you need and what you think you will need—you never know.*

*I now carry a terabyte of storage with one in the form of a portable hard drive. I also carry flash-drives as well.*

## OFFICE EQUIPMENT

# “BE PREPARED” NOT JUST FOR SCOUTS

The Boy Scouts motto is to be prepared. That’s why having extra toner and ink makes sense—they usually run out at the worst possible time.



*Toner is expensive so buy it when it’s on sale rather than when you must have it because you have run out.*

*Pay attention to the number of pages you can print and buy the toner that lasts longer (it usually costs less per page) so you need to make less trips to the store.*

*If you do the math it costs a small fortune to print things out. Think before you print.*

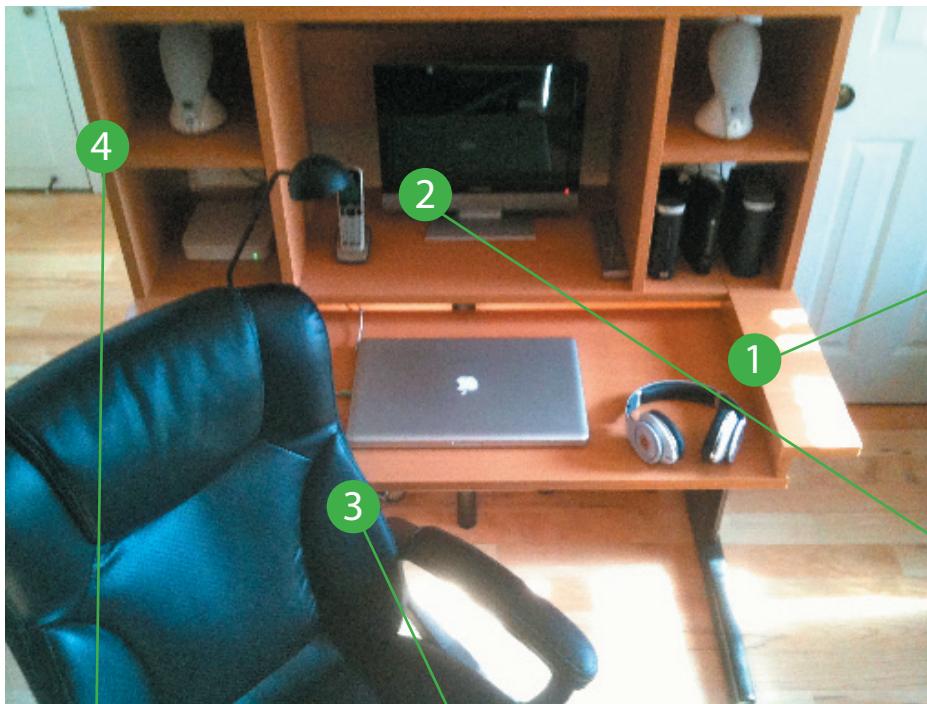
*Carry a card with you so you know exactly the ink you need instead of guessing.*



## OFFICE FURNITURE

# CREATE A WORK ZONE WITH STYLE

When they say “whistle while you work” what they mean in modern terms is having a place for the things that make you more joyful on the job.



*The best music to help you concentrate is classical and a good set of headphones helps you drown out distractions.*

*It surprises people when they see a television in my “work” zone but for menial tasks I only use half my brain while the other half watches TV.*

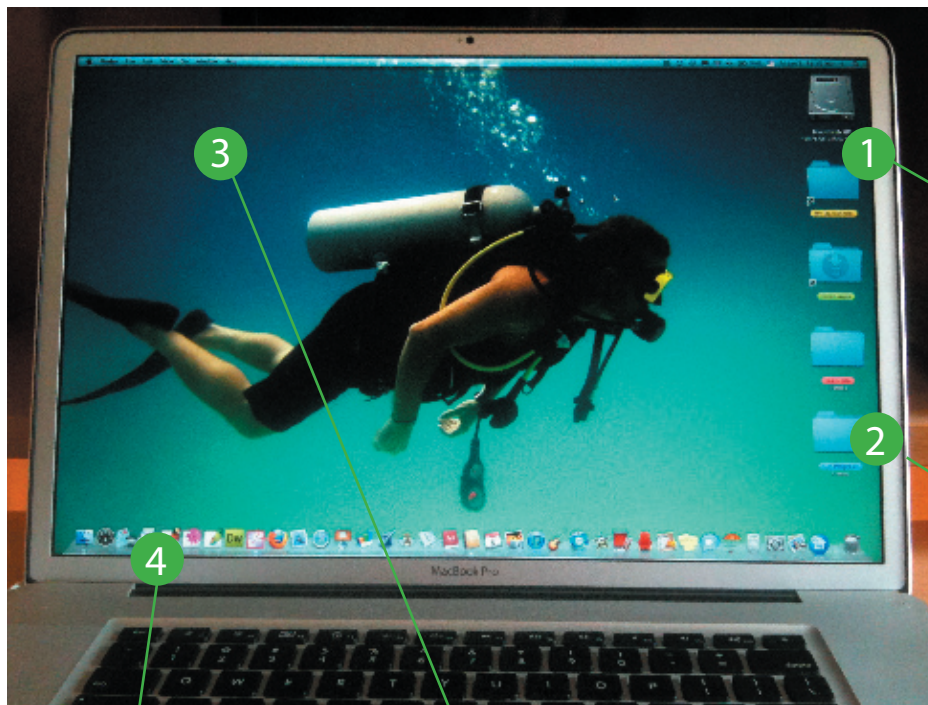
*Office organizers like this one create clear zones to divide and conquer your clutter.*

*When you have less clutter you can move about freely in your comfy office chair . . . or put your feet up and relax.*

## OFFICE COMPUTER

# FOLDERS ARE KEY ON A COMPUTER, TOO

Dealing with documents is (almost) the same in paper as it is on the computer—folders are the key to keeping things organized and easy to find.



Having a “Documents” folder makes it easier to find documents and back them up.

The “Projects in Progress” folder is perfect for the things you want easy access to until they are completed and can be archived elsewhere.

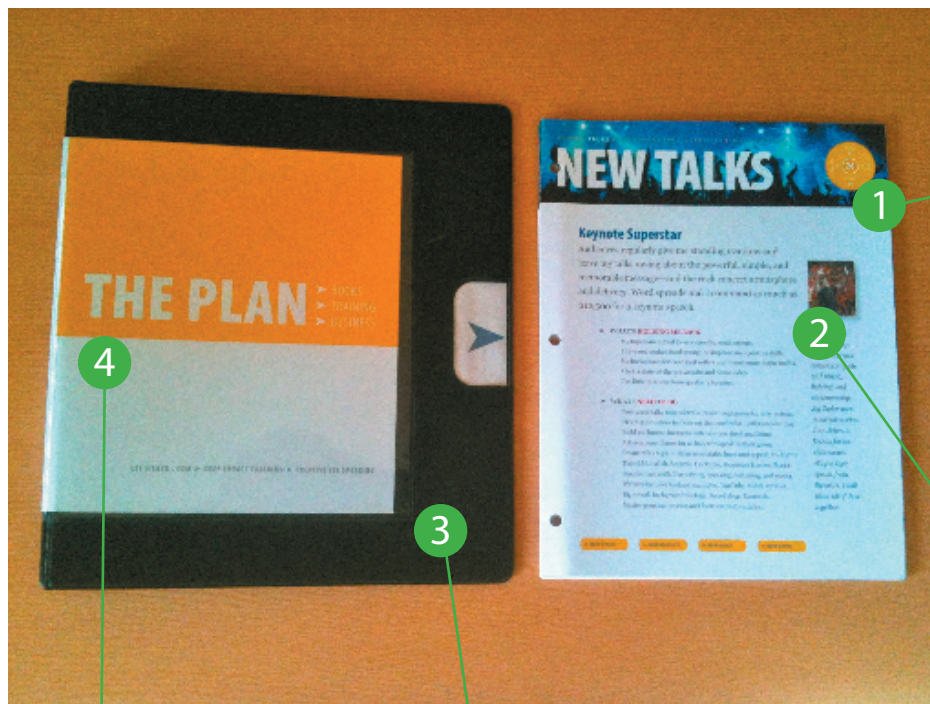
*Just like organizing anything, the programs in the dock are the most used and most important ones.*

*Organize your computer around the way you work. I prefer to put things away when done for a clean desktop.*

## OFFICE BUSINESS PLAN

# A SCALED DOWN BUSINESS PLAN

Big business plans are great for getting outside financing and figuring out how to make money. A simplified plan also serves a purpose—you will read and review it.



*It's hard to see here, but I rated each area of the plan based on its potential, my passion, and other factors.*

*One quick way to plan is to pick a company that is doing what you want to do and do what they did.*

*Plans change, so a digital version you can adjust is a must—created a printed version, too.*

*Put your plan in a place where you will look at it for inspiration and ideas about what to do next.*

## ABOUT THE AUTHOR

# LEE SILBER

I've always said, "If you can find what you need when you need it, you are organized." For years I've challenged others to ask me to find something in my home or office and if I can't put my hands on it in under a minute I will buy them dinner at a place of their choosing. Not once have I had to take anyone out to eat.

Am I some sort of organizing freak? No. I just store stuff where it makes sense . . . to me. My system is functional, visual, and flexible—and it works. I found ways to tap into my natural tendencies and come up with creative ways to store stuff. Now I want to share these with you.

Without organizing I never would have been able to write 19 books, start and run five companies, and stay married for nearly 20 years.

If you want more specific organizing ideas pick up a copy of *Organizing From The Right Side Of The Brain* by Lee Silber.

For freebies and other ideas go to: [www.leesilber.com](http://www.leesilber.com)





## **What's Next**

These fifty ideas are the beginning of a bigger book based on the idea that when you organize around your natural tendencies—rather than fight against them—you are less likely to get discouraged and give up and more likely to stick with it so organizing becomes second nature. Contact me for free organizing tools and updates.

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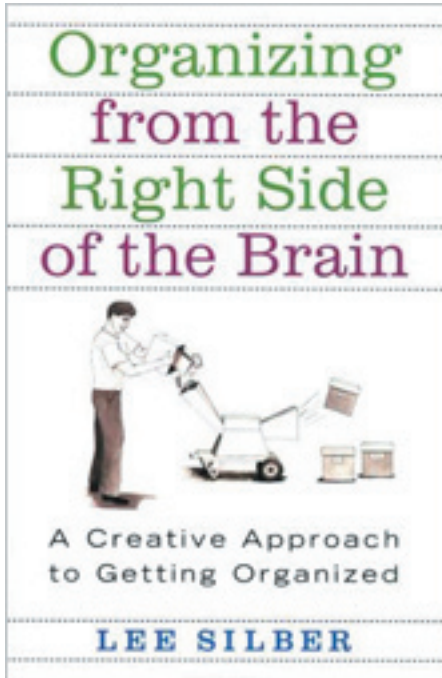
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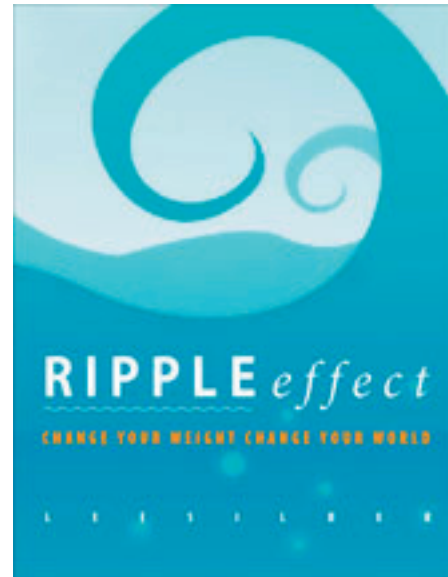


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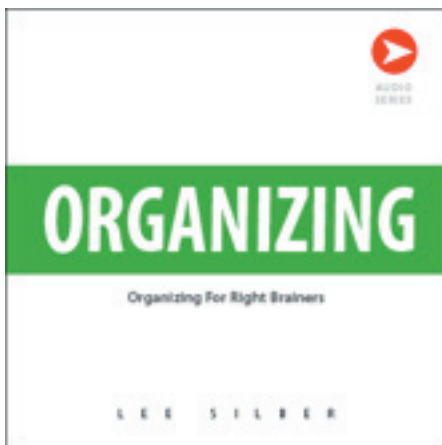
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