Organize Your Work Day ... In No Time

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The bad news is that I had a difficult time reviewing *Organize Your Work Day* because I couldn't find it most of the time. The good news is that after I read it, I lost it less often.

I confess, I live in my own, personal version of the Bermuda Triangle. When I'm working on a project or writing a story things disappear right out of my hands. As I walk from the kitchen to my office, I put down a set of keys or a telephone and the object seems to slide into another dimension. I waste huge amounts of time trying to find things that I shouldn't have lost in the first place. I've learned to be patient because if I become angry, the toll of lost items multiplies and they are especially difficult to locate.

Suffice it to say that I need K.J. McCorry's book. I forgot to mention that I work at home as a freelance writer. Talk about a work day that needs organizing! I'm the poster person of the disorganized.

McCorry, in the spirit of organization, gently leads the muddled and the messy masses into the complicated world of a-place-for-everything-and-everything-in-its-place. First, she explains how the book can help and who it is written for: "...most of us have too much to do."
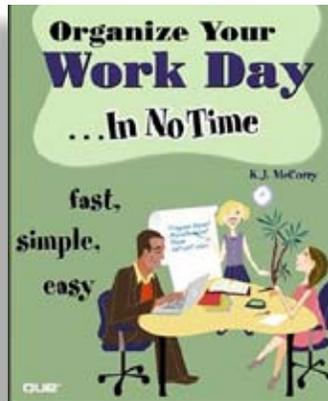
Organize Your Work Day begins in Part I with "Understanding Your Organizational Issues and Goals." The way you create order in your chaotic work life must complement your style and needs and seamlessly integrate into your work day.

Part II is Using Organizational Tools. It could be subtitled, "Run your computer: Don't let your computer run you." McCorry covers everything from e-mail to creating a "perfect electronic file structure."

Getting down and dirty, Part III tackles "Managing Daily Tasks." This section covers everything from "how to best manage, track, and organize projects" to maximizing meetings, reducing interruptions, and generally keeping those "daily action items" under control.

The book is written on non-glare paper and the type, although fairly small (about 12 pt Times New Roman, would be my guess) is easy to read. Chapter titles, headers and "Special Elements" are printed in contrasting blue ink. "Special Elements" are little tips divided into five categories: Simplify, Time Saver, Working Partners, Time Traps and Web at Work.

McCorry sums up the tone and style of the book when she writes, "All of us are unique individuals, with different habits, methods, and approaches. This book is meant to give you options and different approaches to time and technology management..."

I especially appreciated all of her computer-related information. The computer is cental to everything I do and as she points out, things like e-mail can consume your work day. Internalizing the Three R's of efficient e-mail Read, Respond and Remove may sound obvious and simple, but how often do we wake up in morning and realize that we're trapped under an overwhelming mountain of e-mail? In my case, fairly often.

Organize Your Work Day is well worth reading. Keep it where you can easily lay your hands on it and periodically review your progress and integrate more of McCorry's common-sense suggestions into your schedule. Use the book as your personal cheering section and as the "little voice" that will help you stay on the path of effectiveness.

By the way, while I was searching for *Organize Your Work Day*, I found the left shoe of my favorite pair of Eccos that had been missing for weeks. So *Organize Your Work Day* is already a proven positive influence in my life.

About:	*Organize Your Work Day*
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