

60 Second Organizer Sixty Solid Techniques for Beating Chaos at Home and at Work

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There is no better time than the present to get motivated and get organized. *The 60 Second Organizer* is an easy-to-read, enjoyable, effective guide you can use to tame the paper tiger and beat the stress and chaos of disorganization. Here are 60 solid techniques-one for each minute of the hour-for getting and staying organized at home and at work.

Among the 60 immediately applicable techniques:

- Start simply
- Defeat perfectionism
- Organize with flow charts
- Reward yourself
- Track progress
- Organize spaces strategically

The tips in *The 60 Second Organizer* help you streamline your life and maintain order at the office, at home, in the car, and places in between. *The 60 Second Organizer* is a motivational jumpstart to drop the excuses and get organized!

User Ratings and Reviews

5 Stars *Besting the paper tiger*

I hate paper. And nowadays, the stuff that comes in the house can't just be sorted to be dealt with or thrown out, you have to SHRED a lot of the trash. Holy hell, what a pain THAT is. If you let any of it sit, you have a huge pile in no time. And online billpay is not really reducing any of this mess. In fact, I find that the mix of paper payments and online just makes a confused mess.

The author has sixty ideas to get organized. I've incorporated quite a few of them (pare down email is one: I now unsubscribe to anything I don't want to read regularly and another is pare down; 1 magazine subscription.) He suggests a calendar and how to organize your desk for action. All these things really work.

Excellent little book, no fluff.

5 Stars *Great way to help you start getting organized!*

Often times, the problem involving in getting organized is where

Davidson's book, THE 60 SECOND ORGANIZER . . . Davidson, an author and professional speaker, presents many useful techniques—60 in all—that don't take a lot of time to implement . . . but do pay powerful dividends when utilized.

Many you've probably heard before . . . however, the problem is that you may well never have put them into practice . . . the author shows you how, for example, when he says:

* You can fight junk mail by saving all of it for weeks. Then hire a high school student at minimum wage to send a form letter to every party who has sent you mail more than once. Explain carefully that you have no interest in their offer.

When it comes to seeking perfection in everything that you do, I really liked this bit of advice:

* Studies show that the additional time you spend to take a project from the 95 percent mark to the 100 percent mark is, in most cases, not worth it. Striving for perfection, i.e., ensuring that the final 5 percent is correctly done, often takes as much time as the initial 95 percent of effort required! Gosh, no wonder it felt so difficult!

Lastly, when it comes to writing a book or completing some other task that will take a good amount of time, Davidson almost makes it easy when he advises how to do this:

* I have written 32 books, but I wouldn't have finished book #1

subsection, then another, then another until I finish a whole

chapter. The rest of the day seems like a vacation.

The next day, I go back and start another chapter, approaching

one subsection at a time. All the while, I acknowledge that I

have a contract to honor and that a publisher is breathlessly

waiting for my material. We pick a date in advance, and I agree

to turn in the manuscript no later than that day.

Now that I've finished THE 60 SECOND ORGANIZER, I'm all

set to read another book the author wrote: THE 60 SECOND

PROCRASTINATOR . . . all I have to do is stop procrastinating,

then I'll be ready to begin it.

5 Stars *How to reduce (if not eliminate) "chaos"*

This is one of two "60 Second" booklets written by Jeff Davidson that I recently read, the other being The 60 Second Procrastinator. With all due respect to how much can be accomplished in one minute, most (if not all) of those who need to get organized are procrastinators and most (if not all) procrastinators need to be organized. In my opinion, few (if any) of them will read books such as these and then apply - and (key point) continue to apply — what they have learned from them. (Davidson is also the author of more than a dozen other books, including seven Complete Idiot's Guides.) He may not share this opinion. However, here's another opinion with which he presumably agrees: On occasion, a single insight ("tip," "secret," "key," etc.) can help to elevate one's standard of living and/or improve one's quality of life.

In this volume as in the other 60 Second booklet, Davidson offers "sixty solid techniques" for "beating chaos at home and at work." They comprise a series of thought-provoking statements and direct questions that can help many readers to gain new perspectives on the micro and macro dimensions of their lives.

Obviously, there are many reasons why people have problems completing getting and then staying organized, and those reasons vary from one individual to the next. That said, self-improvement initiatives must be anchored in a strong faith in what can be accomplished. Henry Ford was right: "Whether you think you can or think you can't, you're right." It would be a fool's errand to attempt to act upon, immediately, all of Davidson's sound advice. He correctly suggests selecting a few especially troublesome areas and concentrate on them. In this context, my metaphor of preference is locating and then picking "low-hanging fruit."

Of course this booklet could conceivably be helpful to almost anyone but I think it can be especially valuable to those now enrolled in schools, colleges, and universities as well as to those who have only recently begun a career. Davidson thinks clearly, writes well, and is by nature a pragmatist rather than a theorist. How to rate it? I

5 Stars *Solid ideas to get your life straightened around...*

In the never-ending quest to be more personally productive and organized, I got the chance to read 60-second Organizer: Sixty Solid Techniques for Beating Chaos at Home and at Work by Jeff Davidson. For those who aren't ready to commit to a "system" of organization, this is a perfect place to start getting things done...

Contents:

Part 1 - Embracing Powerful Perspectives: Relax - Organizing Is Not So Bad; Learn Your ABCs; Capture Your Best Thoughts; Determine "Who Created That?"; Make Profound Choices; Live and Actually Learn; "Work Smarter" for Real; Heed Pareto and His Principle; Forget about the "Right Mood"; Reward Thyself

Part 2 - Enveloping Provocative Practices: Forsake Excuses for Not Becoming Organized; Defeat Perfectionism; Start Simply; Organize According to Your Milestones; Handle Tough Things First; Immerse Yourself for 60 Seconds; Ask Yourself "Will It Be Any Easier Later?"; Organize Based On Your Priorities; Stake Your Claim

Part 3 - Listing and Charting Your Way: Recognize Fallibilities; Mark Your Calendar; Separate Long-Term and Short-Term Tasks; Develop a Clarifying Checklist; Map It Out; Chart Your Path; Plot Your Way; Add Subtasks to Your Chart; Organize with Flow Charts; Track Your Progress

Part 4 - Reclaiming Your Places and Spaces: Start from Scratch; Conquer Your Desk; Make Your Shelves Work for You; Win the Paper Chase; Face Files with Smiles; Establish Rotating Tickler Files; Pile It High; Pare Down and Win; Reduce Junk Mail; Read with Aplomb

Part 5 - Organize Travel, Meetings, and Online Activities: Manage Your E-mail; Organize Online Research; Create More Organized Meeting, Really!; Maintain Effective Meetings, the Whole Way!; Meet to Achieve Results; Organize for the Road; Handle Commuting and Travel Contingencies; Be Productive on Public Transportation; Fly Friendlier Skies; Book Your Flight Right

Part 6 - Making Your Home Your Castle: Destroy Enemy Outposts; Pick a Regular Day and Time; Approach Spaces Strategically; Adopt a Replacement Policy; Improvise When Storage Space Is Limited; Organize Your Gift Shopping; Organize Your Purchases and Related Paperwork; File Taxes on Time and Without Grief; Hire an Organizing Professional; Divide, Literally, and Conquer

Summary; Bibliography; About the Author

It seems to be all the rage to follow an organizing system these days, a system that presents a complete package of how to get and stay organized. But realistically, it takes a lot of effort to overcome that inertia, and often the system ends up gathering dust on a shelf. Davidson's book is great in that it gives you a number of tips to get organized, and it's not an "all or nothing" thing. You can start in any area that is a problem in your life, such as your workspace or your storage/junk piles. The 10 tips in that particular area of the book are quick to read, easy to understand, and you can quickly try out the recommendation. For instance, if your filing system is broken (or nonexistent), Part 4 of the book gives you plenty of ideas on how to clean up the existing mess as well as keeping it cleaned up. Rotating tickler files, single location for file, and questions to ask before filing all help to keep the important stuff, throw out the trash, and keep the process going.

If you've read any books on organization before, you'll probably recognize some of the material presented here.

in “Vital Speeches of the Day”, and has been a professional speaker to numerous well-known corporate clients definitely has something worth listening to.

This book is refreshing reading in that it brings you back to the basics of maintaining focus. In arguing that it’s worth the effort to stay organized, Davidson notes, “If you think getting organized is time consuming, try disorganization.”

By nature my tendency has been to be a saver, i.e., hold on to things because I may need them someday. Davidson and other writers are causing me to see it’s time for a paradigm shift. In the information age, updates occur regularly and with the Internet such data can be acquired online. Collecting materials in this generation takes a new twist when the new realities are considered. Notice I’m cautious in the way I phrase this. I’m still a saver at heart, but I’m learning to eliminate clutter. I think the point is valid. It takes time to change.

This segues perfectly into his sixth point which discusses growing beyond what you’ve experienced in the past. Be open to possibilities you’ve never known before. Chapter seven examines the cliché “work smarter.” He tells you how to do it. The discovery Vilfredo Pareto made in 1897 is the topic of point 8 in this book. I’m intentionally not revealing what it is to make you curious.

Through reminding us of the basics of getting organized, such as “divide and conquer” various tasks, we’re encouraged that the goal is reachable. Overall this book is packed with solid insight that can be applied.

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