Getting Organized in the New Year

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Photo by STIL on Unsplash
About me...
Agenda

1. What is organized?
2. Format
3. Process
4. Resources
Objective

At the end of the presentation, you will have discovered an organizational format or process to try out for the new year.
What does it mean to be organized?
Think, pair, share!

What does being organized mean to you?

A. Tasks
B. Calendar / schedule
C. Note-taking
D. Tracking (projects, goals)
E. All of the above
F. Other?
Tasks - Calendar - Notes - Tracking
What format do you use?
Format

- 8x10 or 5x7?
- Spiral, disc, or bound?
- Lined, dotted, or grid?
- Daily, weekly, or monthly?
- Digital or paper?
- Professional or personal?
Think, pair, share!

What do you prefer?

- writing it down or typing it?
- digital or paper or both?
Find the process that works for you
Think, pair, share!

Have you heard of Bullet Journaling or Kanban?
Note-taking, star indicates action.
Take notes, keep forever in files.
Endless task list, needed to arrange for priority.
Kanban method with post-it tasks.

Photo by Kelly Sikkema on Unsplash
Bullet Journal method with symbols and tracking.
I’ve gone digital. iPad Pro with Pencil. GoodNotes 5 app.
What organizational format or process do you want to try this year?

Grab a post-it and write it down!
References & Resources

● Bullet Journaling [https://bulletjournal.com/](https://bulletjournal.com/)

● Kan Ban
  [https://kanbanize.com/kanban-resources/getting-started/what-is-kanban/](https://kanbanize.com/kanban-resources/getting-started/what-is-kanban/)

● Facebook:
  ○ Bullet Journal Junkies group
  ○ Minimalist Bullet Journals

● Instagram
  ○ #digitalbujo
Thanks!
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Find me on Slack!
Appendix
Images from my organizational system as it evolved!

Kanban folder
Appendix
Images from my organizational system as it evolved!

Digital Daily Page

Digital Schedule Notebook