



Introduction

Welcome to *Getting Organized*, a collection of simple ideas to help you become more focused, organized and productive. In order to help you convert these ideas into action in your day-to-day life, each idea is presented in a three-part format. I explain the idea (What?), explain why the idea is important or how the idea may affect you (So What?), and suggest how you can use the idea (Now What?). Let's begin by using this format to explain the reason for this approach.

What?

Years ago, I attended a seminar conducted by Gary O'Malley of O'Malley Associates. He gave us a handout full of great ideas, including information on how to process the ideas presented in the course. The handout stated you should think about the following each time you encounter a new idea:

Think about...	In other words...	The related process...
What?	What idea is conveyed?	Receiving information
So What?	How does this affect me?	Reflection
Now What?	What will I do about it?	Application

So What?

It seems to make a lot of sense to use this process to provide structure for a book on getting organized. If you are reading a book on how to get organized, I suspect you want to get to the point. You are probably looking for simple ideas presented in a straightforward and easy-to-digest manner. You have no need for confusion, complexity or unnecessary information. I don't think I can come up with a better book-writing process – for this type of book – than the system outlined in Gary's handout...so I'll use his three-step process.

Now What?

Now you know what to expect if you choose to read this book. The chapters are short and always include three sections. The first section gives you information on the idea. The second section tells you more about the idea and how it might affect you. The third section suggests what you can do with the idea. As a reader, this makes your part simple...take a quick look at the idea, try the ideas you like, discard the ones you don't.

The writer Sydney Smith said:

**“The writer does the most who gives the reader
the most knowledge and takes from him
the least time.”**

I'm going to try my best to live up to Sydney's advice in this book. Thank you for choosing to share some time with me as you read *Getting Organized*. I am honored to share these thoughts with you and hope these ideas help you accomplish your personal goals and dreams...whatever they may be!