

Hilarious Help: Miscellaneous Tips for the Organizationally Challenged Book One

by Liz Franklin
Author of
How to Get Organized Without Resorting to Arson

Miz Liz on  iz



\$9.00

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Testimonials

“Wow, you sure deliver more than you promise! You were able to spot and fix a hidden problem that was costing me thousands of dollars. You are worth every penny and more! Thanks again for delivering so much service for such a low price. Please consider this a recommendation to anyone who needs to get organized and more!”

■ Bonnie Cerkleski, Owner, The Primary Source

“Liz brought me directly to the head of the class. I feel more business savvy, I see and respond to things differently, and I’m learning every day. Now I’m light years ahead of my competition. I’m putting checks in the bank. You must call Liz today. She truly knows what she’s doing, and there is nobody on the planet like her. I’m grinning from ear to ear; what can I say!”

■ Marilyn Ellis, President, Staging For Profit

“Liz turned us around from break-even to profitability in just a few short weeks. She kept us laughing, and bonded us like never before. Finally I’m once again free to get back to the sales work I love. Liz more than pays her own way. You should be so lucky as to have her. This is one gal who knows her stuff.”

■ Robert J. Munoz, Owner, Independent Real Estate Brokers

“Liz Franklin is awesome! She’s worth every penny and more. Every meeting with her has been phenomenally inspiring. This woman changed my whole perspective on how to do business! We expect to work with Liz far into the future.”

■ Val Schaeffer, Director, MegaMinds Educational Services

“It works! I thoroughly enjoyed your seminar about getting organized you gave at the Office Depot trade show. Your enthusiasm and humor was very refreshing. I wished the seminar was all day.”

■ T. York, Rust Environment & Infrastructure

“Your concise straightforward technique helps immensely in getting things done without getting off course or losing sight of the principal objective. It is a privilege to associate with you.”

■ E. Hoyt, Materials Scientist, SLAC, Stanford University

“I wanted you to know what a difference you have made in my life. There has been a change.”

■ P. Wilson, Martinez, CA

To work with Liz Franklin or for more information
Call TOLL-FREE 800-447-3488 or go to www.MizLizOnBiz.com

Foreword

We had so many requests for radio interviews that, over the years, I've developed really, really, brief organizing tips for our modern, fast-paced consumption.

In 2007 we began posting these weekly tips to clients and the media.

The list grew so large, and we received further demands to put these in print that we finally knuckled under and did it.

You hold in your hands the first—oh, 30 weeks or so—of organizing tips that have been tried, tested, and served true over the 30+ years I've been in business.

Enjoy!

— Liz Franklin

THE FOLLOWING ARE PARTIALS; BITS; EXCERPTS, IF YOU WILL, FROM THE 27 FULL AND FUNNY PAGES OF WEEKLY ORGANIZING TIPS BY LIZ FRANKLIN WHO CAN BE REACHED AT 800-447-3488

1. CRANK UP THE COMPANIONSHIP

Hate doing certain tasks?

Here's how to calm your Inner Office Anarchist:

Identify which tasks always send you to into full-fledged temper tantrums. Which ones would be easier if someone helped you, sat with you, showed you how to do them, or told you jokes while you did them?

Well, dial up a companion, bribe them with their favorite junk food, and dig in as a duo, and those temperamental tasks will finally start getting done.

If all else fails, call a pal who owes you money, and offer to let them work it off instead of paying it back.

They'll hate you either way, so you might as well have some fun with it.

2. TEN POUNDS OF STUFF IN A FIVE-POUND SACK?

Exchange all your containers for larger ones, and eschew cubbyholes and tiny containers altogether.

Most clutter confusion can be quelled by super-sizing your containers.

Think about it: if you have large stuff, you need large holders, right?

Consider this Step One in the Battle of Organization: In order to end up with organized stuff in appropriate locations, you must first measure the bulk.

So make piles on the floor (or in boxes), label them appropriately (Shred, Delegate, File, Read, etc.), and start slinging.

Now look at the amount of stuff in each category. If you ended up with six boxes of papers to file, it's a good bet you need more and bigger file cabinets. Too many books? You need more bookcases. Lots of trash? Get bigger

wastebaskets and recycling bins. One zillion CD's? Get a large CD storage cabinet. And so on.

As any scientist will tell you, the first step in solving a problem is to measure it.

3. THE HAND KNOWS . . .

Many people ask me, "Miz Liz," they say, "Miz Liz, where do I put stuff?" Whether it's a file folder, a trash can full of shredded love letters, or just that all-important glue stick, these decisions, when made badly, can undermine even the best of us.

If you, too, can't decide where to put things, try asking yourself this question: "From where will I want—ideally—to retrieve them?"

No, wait—try it again, but this time with your eyes closed. Now notice your hand is floating up; that's right, floating up and pointing in a particular direction. Pay attention to the hand. Or as we say in California, "Let it tell you where it wants to go."

Before you throw up, look at it this way: Wherever your hand points is ultimately the best location, because your body—which is dictating to your mind, you understand—wants to reach for it at that location, and, in the future, will "remember" the location when your mind has long forgotten where you put it.

This technique is mistaken for laziness or craziness, but it works.

4. FEELING SANDBAGGED? IT MIGHT BE YOU CAN'T SAY NO!

Were you taught that you could choose which responsibilities you'd like? Huh, were ya? If someone asks you to take their mother to the airport and you really don't want to, instead of making up a lie about how much your back hurts, offer a real alternative—one of your other abilities. "I prefer not to drive your mother to the airport, but I'll be happy to look after your kids while you do", may be the perfect solution.

You get to choose, and the other person gets some help.

Saying "no" politely is a responsibility to the other person (being kind), but you have an even bigger responsibility to yourself. It's called, "telling the truth."

How many times a day do you lie to yourself—especially about how much you can get done, or how you try to get out of it?

Tell the truth, now.

5. ONLY BUSY PEOPLE HAVE PILES ON THEIR DESKS

So you have piles of paper on your desk, so what? That doesn't necessarily mean you're disorganized . . . or it might.

Before you bite into the Common Bagel of Belief that piles indicate you're somehow lacking in character, let's take a deeper look. Understanding the nature of piles can solve more problems than blame ever will.

Specifically, piles point to the source of your organizing conundrum.

Examples:

- A pile blocking your view of the door may mean you can't handle any more interruptions
- A pile in front of the phone could signify you don't want any more calls
- A pile in front of the computer can mean you haven't input the new data yet—or don't want to.

Now all you have to do is solve the *real* problem, and the piles will go away naturally.

P.S. Piles can also mean you're just plain busy. If anyone complains about your piles, tell them they're just jealous. That'll shut 'em up!

For the full booklet, go to <http://www.mizlizonbiz.com/34.html>.