



Cheryl C. Jones



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## Getting Simply The Best Results Podcast

Full Show Notes

Helene Segura

### *Getting Simply The Best Results Through Organization & Efficiency*

#### **Intro:**

**When it comes to an organized life**, there is no one-size-fits-all approach. If you have **tried and failed** at organization, if you are staring at a **desk piled high** with projects, if you have **no idea where or how to start**, you are in for an **eye-opener**. ***It doesn't have to be hard.***

Cheryl C. Jones interviews **Helene Segura, The Inefficiency Assassin™** and author of four books on organization and efficiency—two of which were Amazon best-sellers.

She has been the featured organization expert in more than 200 media interviews including publications such as US News and World Report, Woman's Day Magazine and Money Magazine.

She has coached hundreds of clients to productivity success by applying neuroscience and behavioral modification techniques to wipe out destructive, time-wasting habits.

As **The Inefficiency Assassin™**, time management fixer Helene Segura empowers busy professionals with powerful tools to crush lost time.

Discover how **overall organization starts in the brain** and **learn 6 excellent, easy to implement tips** to simply develop a plan that is all yours!

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Disorganization and inefficiency, whether in our personal lives or at work, can cause increased stress levels, lower morale, increased absenteeism, and higher turnover.

**But, the truth** is, everyone has a different brain type, thinking style and working style. So too, everyone has a **singular style of organization** that works for them. Sometimes, though, we **need help** identifying our style and knowing where to begin.

**These 6 powerful tips** will help **jumpstart your action** towards organization and efficiency, whether it's within your physical space, or your life in general. Ultimately, an organized life is a more peaceful life.

**Tip #1** Before you begin; Stop, Think and Plan

*"It's not instant. What is our why, what is causing the issue?" -Helene Segura*



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**Overall organization starts with the mind.** We must first understand how we think, and then create a plan based upon that understanding. Ask yourself *what is causing the issue?* Is it your desk? Your calendar? Your files? Too many projects?

Once you know the cause, you can choose solutions from there. This tip can apply to physical space and time management issues.

**Tip #2** Organizing the inside of your desk:

*"An organized desk will save you multiple minutes each day." -Helene Segura*

For desk drawers, use "dividers" that you find around your space-baskets, plastic containers, small bowls- and sort like-items into them.

**Tip #3**

*"When you look at the items on your desk, ask yourself; are you using all of those items and can you find what you need?" -Helene Segura*

Here's what you need to determine in order to best organize your desk.

1. What do you need on the desk DAILY to get work done?
2. What do you need NEARBY but not necessarily on the desk?
3. What doesn't fit either category is best removed.

**Tip #4** Organizing multiple projects:

1. Use what you have around your space-plastic tubs, boxes, baskets and sort each project into a container.
2. Keep those sorted containers nearby.
3. Only bring them out when you need to work on that project.
4. When project is complete, file and store the items in that container, and start over.

**Tip #5** Plan, then shop.

Figure out your needs first using divider containers you have on-hand. Then go shopping for similar items that match, are attractive and functional. This will save both time AND money.

**Tip #6** Dealing with distractions:

1. Turn off notifications on your phone and computer when at work on a project.  
Check them when your brain is ready to receive the information.
2. Remove all the sticky notes from your desk/work area and put into one single pile.  
When your brain is ready, look at them and sort them into each project bin.
3. Schedule an appointment with yourself to work on projects.  
Put it on your calendar. Set a reminder.
4. Time estimation is extremely important. Be certain to block enough time for yourself to fully work on the project. Listen to your "gut" number, then double it!



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## **Bottom Line:**

Once you learn your organizational needs and stresses, you can create your own systems around them. Whether you are using color coded files, binders or baskets, your system will be unique to you, and will help you achieve simply the best results!

## **Up next for Helene:**

Helene is focusing on her transition to primarily virtual coaching and live webinars, and allowing that new shift in “delivery” to take off.

In 2021, Helene is planning a group tour to Italy.

## **Connect with Helene:**

To learn more about Helene Segura and to connect with her directly, visit her website:

<http://www.TimeManagementRevolution.com>

Download her complimentary productivity kick-starter kit, and view more tips and resources.

Helene’s latest publication:

Helene has recently published the book, *“The Great Escape”*, a step-by-step Vacation Planner for Busy People Who Want to Take a Real Break from Work & Life.

## **ESCAPE FROM WORK:**

- Without feeling frazzled when you arrive at your destination
- Without feeling tethered to devices while you're gone
- Without feeling drained when you return home

Whether you’re leaving town for one day, one week, one month, or one year, experience the feeling of true relaxation, and be able to return to work without dread. While you can use the information in this book to help you prepare for work-related trips, the ultimate goal of this book is to help you experience smooth sailing on your personal journeys.

View more and purchase at: [www.TheGreatEscapeBook.com](http://www.TheGreatEscapeBook.com)