



GO System Training Pre-Class Survey

Please review the following list. Place a checkmark in the circle to the left of the ten (10) issues you would most like emphasized in your Getting Organized (*GO System*) training class. We will cover all of these issues during the class; however, special emphasis will be placed on the items chosen most often by your group.

- How to set up an effective filing system
- How to reduce clutter in your workspace
- How to prioritize your work in 60 seconds or less
- How to quickly find files when you need them
- How to delegate effectively and in an organized manner
- How to form lasting habits that help you stay organized
- How to improve your ability to mentally focus and concentrate
- How to increase the level of accountability of your support staff
- How to always remember to follow up on important items
- How to quickly reset your priorities during a chaotic day
- How irrational thinking and self-defeating behavior influences your productivity
- How to develop the habit of working on the most important issues each day
- How to keep up with all your incoming reading material
- How to manage projects in a more organized manner
- How personality factors affect your productivity
- How to control incoming items (paper, e-mails, voice mails, verbal requests, etc.)
- How the proper sequence of events can help make it easier for you to get organized
- How to improve your ability to handle interruptions
- How to keep control over things if you are on the move or traveling
- How to protect your blocks of time needed for major projects
- How to improve your ability to inspire others to get organized
- Why your efforts to get organized in the past have not worked
- What being highly organized feels like

Other comments or areas of interest related to getting organized:
