



MELISSA PEOPLES PRESENTS

Digital Declutter Workshop

Overview and Theory

melissa
PEOPLES
JOIN THE REVOLUTION



Before we begin

A BIT ABOUT ME ...

Melissa Peoples | Admin Gurus

- Executive Assistant Coach & Productivity Trainer
- Executive Operations Advisor at the New York Times
- Certified Microsoft Trainer
- YouTuber | Admin Gurus
- 25 Years C-Suite Executive Assistant
- History Geek & Recent Empty Nester
- Proud Buckeye turned Texan





Lauren Bradley

FOUNDER OF THE OFFICIALS

- Human
- Founder - Mentor - Corporate Trainer
- Over 15 years experience as an administrative professional
- OfficeNinjas Award-Winner
- Professional Problem Solver
- Master's Degree in Interactive Media (+ Instructional Design)
- From Pittsburgh, PA > Lives in London



What We'll Discuss

WORKSHOP OUTLINE



Learn How to Declutter Your Digital Space

How to Design Your Digital Environment

Strategies to Stay Organized

Ideas and Implementation

Q&A

Why should you prioritize organizing your digital systems?

How does digital clutter make you feel?

What contributes to the clutter?

When should you declutter your digital files?

Digital Minimalism

It's about intentionally shaping your digital life so you can have control over the apps and tools you use on a daily basis instead of them controlling you.

Make the tools work for you. Don't work for your tools.

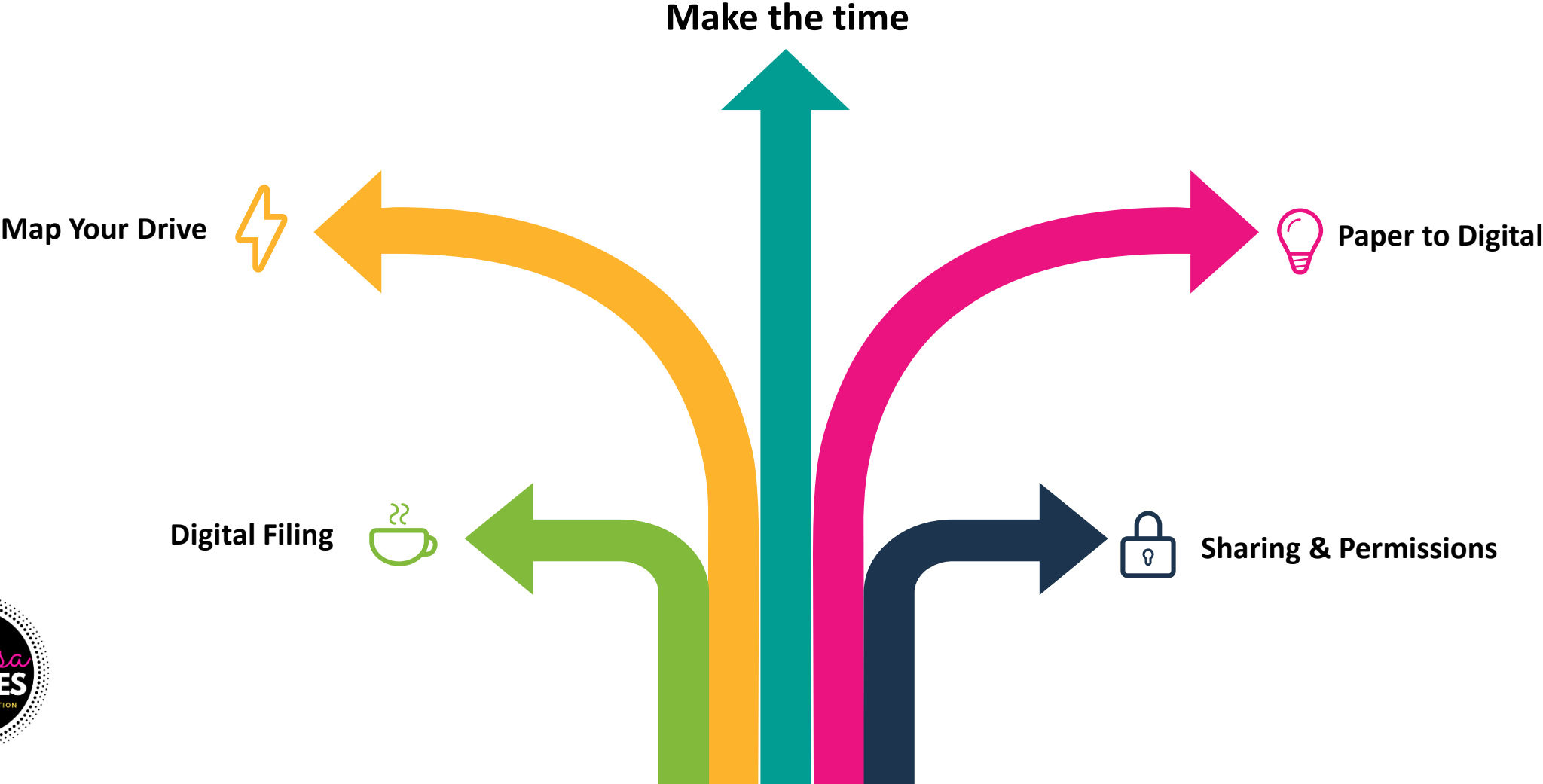
The Impact

According to SHRM, “Fortune 500 companies lose at least \$31.5 **BILLION** a year by failing to share knowledge.”

Workers spend 18 minutes searching for documents – on average.

Tech Crunchies, 2008

Understanding the Basics



Don't Forget

Record where you
start and where you
end.

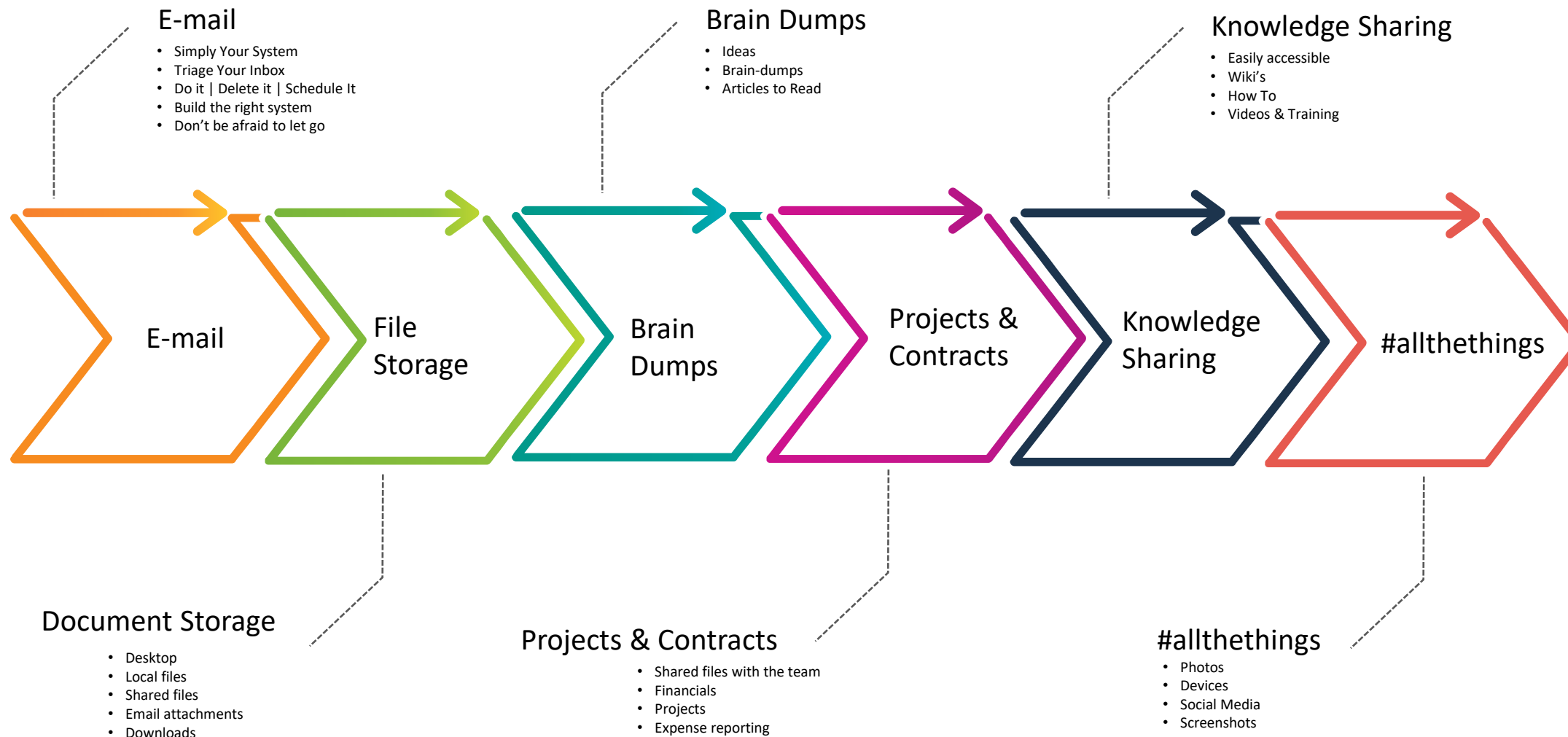


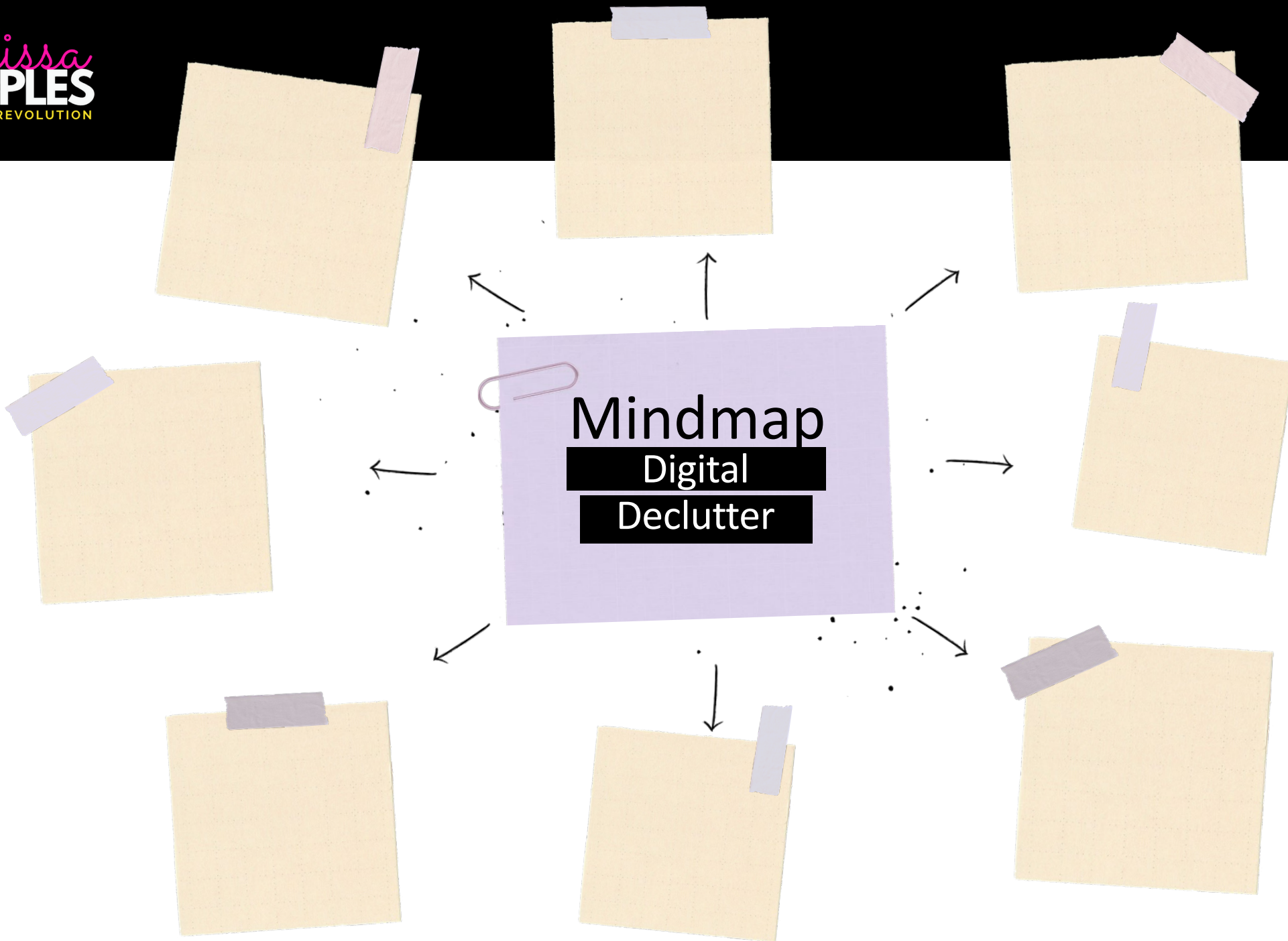
PONDER ON THIS



Schedule Your Purges

Organizing Your Digital Space

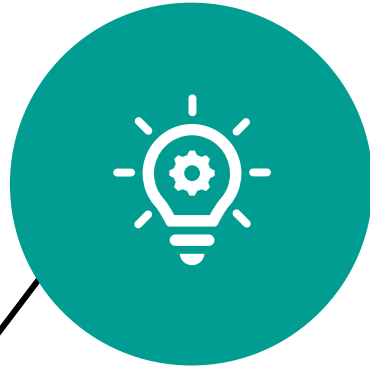




5 Steps to Digital Decluttering



Identify the problem areas and think about the root causes of the clutter.



Decide where to start.
What are your biggest time wasters and drains?
Start there.



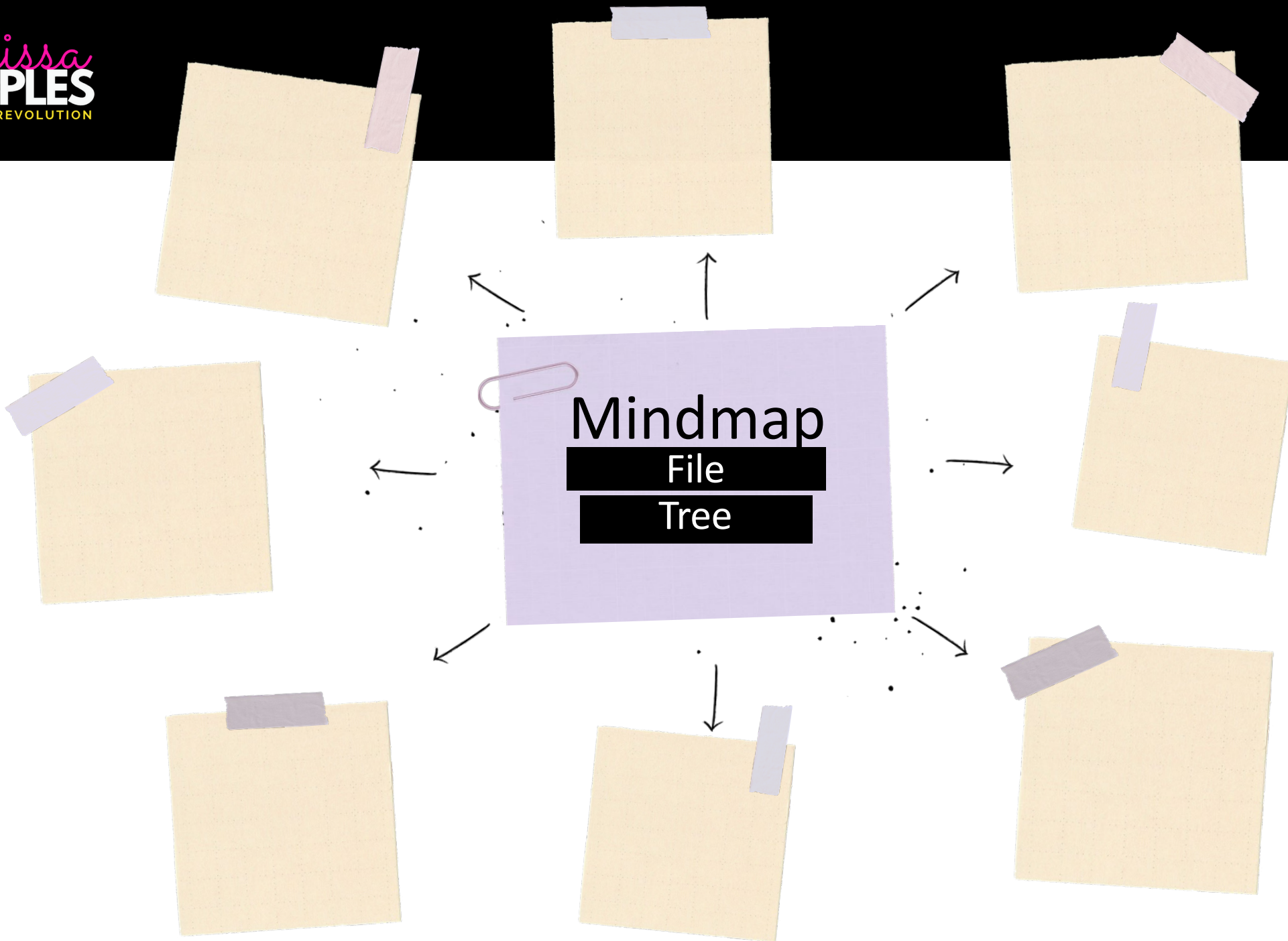
Gather similar items together and look for patterns that will emerge.



Build a system that you can easily maintain and build upon.



Rinse and Repeat



Digital Declutter - 10 Commandments

01

Simplify your digital filing system.

02

Don't let your emails rule you. Make rules for your emails.

03

DO NOT use your desktop as a save location.

04

Know when to purge.

05

Your downloads folder is NOT a filing space.

06

Create a Zen digital workspace.

07

Discover the power of search.

08

Be consistent with naming conventions. Seriously, trust us.

09

Map online drives to your computer.

10

Customize your computer's prime real estate.

Let's Talk About It



CONNECT WITH ME



YOUTUBE



WEBSITE



LINKEDIN



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