WELCOME TO
ORGANIZE AND ORGANIZABILITY

Change the way you organize your digital information system

Welcome to Organize and Organizability. This program is for anyone who has a desire to get organized and wants to do it in a way that is reflective of their needs, their style, and their unique contribution. Although the principles of Organize and Organizability can be applied to any organized body, this course is specifically designed for nonprofit organizations.

This course is divided up into seven modules:

- ☐ Welcome to Organize and Organizability
- ☐ The Ambiguity of Clutter
- ☐ The Organization and its Internal Information System
- ☐ Business Function
- ☐ Design Flaw
- ☐ The Filing System
- ☐ Ongoing Maintenance

Each module will have a video and a downloadable workbook. The workbook contains information, questions to ask yourself, and activities to begin taking steps to get organized.

The lessons presented here may be applied to any size of organization or just one department.

To begin, let's get a better understand of our objective.

Question:

What are your main reason(s) for wanting to be better organized?

What areas need the most organizing?

This course is for anyone who wants to do improve their digital information system to ensure it serves its users and its organization.

An organized information management system will:

1. Facilitate memory
2. Establish a process to reduce redundancy
3. Prevent the accidental loss of information

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"I compare organizing to exercise and eating well, because I think these three things all require ongoing maintenance. They aren't one and done. Many of us want to be organized, but we enjoy the benefit rather than the maintenance. Organizing is an ongoing commitment."

This course does not need to be completed all at once. In fact, you may benefit from taking thoughtful pauses. Move at your own pace and take time to think through each section.

[Sign up for a conversation to ask questions or work through challenges.](#)

Continue on the the next section:

The Ambiguity of Clutter