



JENNIFER BARNES
— ORGANIZING —
Real Organizing for Real People doing Real Life

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Time and Information Management: Organizing in a Digital World

1. Introduction
2. Why Bother?
3. Letting Go
 - Things that don't fit your priorities
 - Comparisons
4. General Reminders
 - Monsoon/Gutter Affect
 - Organizing Principles
5. Time
 - Look at time differently
 - Find the Time
 - Set a Timer
6. Tasks
 - Tasks that can be completed
 - Tasks that cannot be completed
7. Digital Tools
 - Daily Life Managing
 - Information/Project Management
 - Team/Volunteer Management
 - Fitness & Nutrition
 - Photos/Memories
8. Maintaining
9. Reminders

Product Recommendation Page (Categorized by Room)



Thank You!

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