








## TIME AND ORGANIZATION MENAGERIE

ANIMAL	CHARACTERISTIC BEHAVIOR	INTENT OF BEHAVIOR	ACTIONS TO CHANGE
<p><b>Turtle</b></p> 	<ul style="list-style-type: none"> <li>• Always late</li> <li>• Time on his terms</li> <li>• Relationship oriented</li> <li>• No internal time clock</li> <li>• Doesn't thoroughly plan</li> <li>• Knows where he wants to be</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain relationship</li> <li>• Spend as much time as possible</li> <li>• Doesn't want to offend</li> <li>• Wants to do things his way in his time</li> </ul>	<ul style="list-style-type: none"> <li>• Plan backwards, create timelines</li> <li>• Set alarms</li> <li>• Allow more time for appointment</li> <li>• Allow more time between appointments</li> <li>• Learn how to end conversations</li> <li>• Set time during day for uninterrupted work</li> </ul>
<p><b>Lizard</b></p> 	<ul style="list-style-type: none"> <li>• Procrastinates</li> <li>• Finds other things to do</li> <li>• Rationalizes why he/she can't do/start</li> <li>• Waits to do whole project at once</li> <li>• Challenge is to be productive</li> </ul>	<ul style="list-style-type: none"> <li>• Waits to do whole project</li> <li>• Wants a sense of accomplishment – does little easy things first</li> <li>• Wants a balanced lifestyle</li> </ul>	<ul style="list-style-type: none"> <li>• Do projects in chunks</li> <li>• Get a timer</li> <li>• Do routine "To Do's" between major actions</li> <li>• Determine if the task is yours</li> <li>• Learn to say NO</li> <li>• Plan, revisit schedule several times during the day</li> </ul>
<p><b>Hamster</b></p> 	<ul style="list-style-type: none"> <li>• Always rushing</li> <li>• Appears busy</li> <li>• Doesn't get much done</li> <li>• Doesn't plan</li> <li>• Runs by the seat of his pants – reactive</li> <li>• Loves the rush</li> <li>• Doesn't set goals</li> <li>• People Pleaser</li> </ul>	<ul style="list-style-type: none"> <li>• Feel and appear more important</li> <li>• Loves the "rush" of hurrying</li> <li>• Form of procrastination</li> <li>• Wants to be everyone's friend</li> </ul>	<ul style="list-style-type: none"> <li>• Plan</li> <li>• Redirect some energy to other areas of work</li> <li>• Plays mental games to maintain focus on work</li> <li>• Plan month, week, day</li> <li>• Intersperse "action" activities with less stimulating activities</li> </ul>

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<p><b>Squirrel</b></p> 	<ul style="list-style-type: none"> <li>• Semi-organized piles</li> <li>• Forgets if out of sight</li> <li>• Cleans periodically</li> <li>• Postpones decisions</li> <li>• Papers don't have homes</li> </ul>	<ul style="list-style-type: none"> <li>• Keep things in sight</li> <li>• Attempt to not forget or drop things through the cracks</li> <li>• Makes decisions by attrition</li> <li>• Appear organized</li> <li>• Wants to make good decisions</li> <li>• Postpones decisions until he has time to think about them</li> </ul>	<ul style="list-style-type: none"> <li>• Use vertical files</li> <li>• Sort like with like</li> <li>• Calendar reminders</li> <li>• Use master list</li> <li>• Mark corners as you handle</li> <li>• Learn to toss, refer, act, file as you go</li> <li>• Set daily appointment with self to deal with stacks</li> <li>• Use colored files</li> </ul>
<p><b>Raccoon</b></p> 	<ul style="list-style-type: none"> <li>• Picks up anything remotely useful</li> <li>• Visual cues – everything is in sight</li> <li>• Papers don't have homes</li> <li>• Decisions by attrition</li> <li>• Industrious – multiple projects in progress at once</li> </ul>	<ul style="list-style-type: none"> <li>• Gathers things for future use</li> <li>• Idea generators</li> <li>• Likes visual reminders</li> <li>• Industrious: wants to use all tools and information to get job done</li> </ul>	<ul style="list-style-type: none"> <li>• Ask if you really need it</li> <li>• Keep an idea log</li> <li>• Use right hand drawer</li> <li>• Ask where to keep it</li> <li>• Set up a paper system that enables you to put papers in a "home" without much thought.</li> <li>• Standardize your files</li> </ul>
<p><b>Packrat</b></p> 	<ul style="list-style-type: none"> <li>• Saves everything</li> <li>• Seldom cleans up</li> <li>• Surrounded by chaos</li> <li>• Keeps things "just in case"</li> <li>• Lacks discrimination skills regarding what to keep or toss</li> </ul>	<ul style="list-style-type: none"> <li>• Thinks everything is useful</li> <li>• Doesn't have time to clean up</li> <li>• Looks very busy</li> <li>• Easier to research Q&amp;A's of old projects</li> </ul>	<ul style="list-style-type: none"> <li>• Set timer,</li> <li>• Small chunks daily</li> <li>• Plan</li> <li>• Get a friend to help</li> <li>• Archive stuff offline</li> <li>• Get a coach or organizer</li> <li>• Learn to be selective about what you keep</li> <li>• Spend last 30 minutes of every day filing, tossing paper</li> <li>• Create homes for your papers</li> </ul>

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ANIMAL	CHARACTERISTIC BEHAVIOR	INTENT OF BEHAVIOR	RESULTS OF BEHAVIOR
<p><b>Fox</b></p> 	<ul style="list-style-type: none"> <li>• Sees big picture</li> <li>• Plans, has goals, stays focused</li> <li>• Knows when to move in</li> <li>• Scopes out the situation</li> <li>• Knows his prey</li> <li>• Sociable</li> <li>• Consistent, persistent</li> <li>• Self-paces</li> <li>• Standardizes the hunt where possible</li> </ul>	<ul style="list-style-type: none"> <li>• Understands all aspects of the situation</li> <li>• Knows what he wants to accomplish</li> <li>• Plans his attack</li> <li>• Does his homework</li> <li>• Has a relationship with his “team”</li> <li>• Wins the prize</li> <li>• Doesn’t take on too much</li> <li>• Saves energy, time</li> <li>• Knows how to delegate</li> </ul>	<ul style="list-style-type: none"> <li>• Gets the business</li> <li>• Maintains good customer relationships</li> <li>• Consistent performer</li> <li>• Balanced life</li> <li>• Stays focused, uses time wisely, consistently</li> </ul>