

# From Boardroom to Home Office

## The New York Times

### Hired Organizers Can Create Order Out of Computer Chaos

People seem to give as little thought to organizing their computer files as they do to organizing their E-mail or their bookmarks of favorite Web sites.

Valerie Klung, a sales education and professional development manager for Blue Shield of California in San Francisco, sought help last year when she was having trouble finding files. A professional organizer, Eve Abbott, taught her to categorize files according to all the different responsibilities she has at work, to name them so she would be able to find them later and to combine different types of files — like a word document, a spreadsheet and a graphic file that she might have used for a project — into one file listed under the project's name. That way, Ms. Klung no longer has to hunt for three different files in three different places.



PERSONAL BUSINESS

### Time for a Change

*Our organization expert finds extra hours in the day of a harried home office worker*

When we approached Dabalos with a proposal to team her up with organizational expert Eve Abbott, owner of Organizer Extraordinaire ([www.organize.com](http://www.organize.com)) in Albany, Calif., for a time management makeover, she didn't need much convincing. She'd been staying on



In TV news and feature segments:

KTVU-TV "Mornings on Two" National Get Organized Week  
 KRON-TV/NBC *Five O'Clock News* "Identity Theft"  
 KRON-TV *Contact 4* "Organizing for the New Year"  
 KRON-TV *Daybreak* "National Stop Procrastination Week"  
 NBC-4 TV "National Clean Off your Desk Day"  
 KNTV NBC/11 "Everyday Time & Money Saving Tips"



How to Hire Smarter ■ Cut Your Legal Costs

## WORKING woman

### Helping Handful

When does an administrative assistant become a necessity?

Organizational consultant Eve Abbott suggests hiring temps on a project-by-project basis to let managers learn gradually how to incorporate an assistant's help into their routines. An audit of her managers' work styles and duties would also help Miller determine which routine technological tasks might be delegated. Once an assistant is trained on the company's electronic system, he or she can accomplish a lot, says Cindy Adams, an executive assistant for Maryles Casto, owner of Casto Travel, a travel agency in Santa Clara, California. The assistant ought to be able to generate reports, handle scheduling for groups, and use project management programs. And Abbott notes that providing more powerful database programs, contact managing applications, and the like can make both the assistants and the managers more efficient.



FRESH VIEWS ON SMALL BUSINESS

### Some organized people share their tips...

On the Radio:

KNBR: Frank & Mike  
 KPCC: Rachel Howard  
 KGO: Lisa Scimens  
 KSAN: P.J. Ballard  
 KPSI: Joy Short  
 World Talk Radio:  
 Bridget Beck

■ Use credit cards to simplify your accounting. Select which cards you will use for business, household and personal. Put labels on the cards until the use of each card becomes second nature.  
 —Eve Abbott

■ Establish a place in your briefcase and on your desk to keep all your receipts. Use an expanding accordion file to sort and store the receipts.  
 —Eve Abbott

