



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

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## **Time and Information Management: Organizing in a Digital World**

- I. Introduction
- II. Why Bother?
- III. Letting Go
  - A. Things that don't fit your priorities
  - B. Comparisons
- IV. General Reminders
  - A. Monsoon/Gutter Affect
  - B. Organizing Principles
- V. Time
  - A. Look at time differently
  - B. Find the Time
  - C. Set a Timer
- VI. Tasks
  - A. Tasks that can be completed
  - B. Tasks that cannot be completed
- VII. Digital Tools
  - A. Daily Life Managing
  - B. Information/Project Management
  - C. Team/Volunteer Management
  - D. Fitness & Nutrition
  - E. Photos/Memories
- VIII. Maintaining
- IX. Conclusion



Thank You!

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