

Discovering Your Organizing Style: The Innovating Style

Part Three

By Julie Mills

Is your motto, out of sight out of mind? Do you consider yourself artistic, creative, adventurous—a non-conformist? Calling all Innovators! Calling all Innovators! If you fall into this category, you are an abstract thinker, highly intelligent and often view the world in intangible patterns. You are why we have some of the most interesting inventions, artwork and ideas. Let us honor your wonderful style!

As an Innovator you tend to be very visual and you work best when you can “see” your work in front of you. Because of your visual preference, that can often translate into piles of paperwork, mountains of supplies, and an “overflowing” work space.

You can best manage your unique style if you allow yourself to be creative, set up simple systems, and allow yourself plenty of surface area to complete your work. One successful method for better organization is to designate one spot for things. Consider brightly colored containers, folders, or office supplies that reflect your creative personality. Utilize flat



surfaces and vertical space to help you conquer the volume of items that you have.

A few of the challenges that this organizing style face are that you are easily bored with routines and structure and details. You tend to see the big picture and start with the end result in mind. You are easily distracted and tend to “float” from one project to the other.

Paperwork is your arch enemy! If you cannot see it, you forget about it. Hold on to your hats—you need piles! To best conquer the paper-

work clutter in your life, consider going vertical. Use wall space for planning and process the paperwork. Don’t just pile haphazardly—designate categories. Think the power of paperless when it comes to paying bills and dealing with recurring paperwork.

Tick tock. Can you hear the time passing? Time management can be a particularly difficult struggle for this organizing style. Use a timer, watch, clock and a planner to help keep you on track. Writing down your goals helps you track not only what needs to be done, but also the direction of where you’d like to be.

Innovators have often been criticized for their creativity and what some might consider an untamed, non-traditional, and mis-managed environment. You must dismiss the criticism and do what works best for you! Celebrate your style!

In our next issue, we examine the Prioritizing Style. Efficiency, productivity, and a “get-it-done attitude” encompass this organizing style.



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