

Which organizing method is right for you?

Are you right or left brain dominant? Each side of the brain controls different types of thinking and it's thought that people individually gravitate toward one type of thinking over the other. Neither, right nor left, is better or more effective than the other; the only difference is the information processing method. Why is this important? Knowing your preference will help you choose organizing methods that will work the best for you.

Which are you, right or left brain dominant?

<u>Characteristic:</u>	<u>Left Brain Thinker</u>	<u>Right Brain Thinker</u>
Words to describe:	Logical, Analytical, and Objective	Creative, Intuitive, Thoughtful, and Subjective
Method to process Information:	Logically in a step by step fashion focusing on details (Part to Whole).	Visually in a big picture fashion rather than the details (Whole to Part)
Method to remember Information:	With words, symbols or numbers	Simultaneous imagines rather than words
Strengths:	Planning, Organizing and skilled in List Making	Interactive, Collaborative, Hands on and good with People
Struggles with:	Flexibility and decision making without all the facts.	Prioritizing and Organizing
Example: Using words to give directions to someone else	"From here, go west three and a half blocks and turn north on 5 th Street. Go three or four miles and then turning east onto Broad Street."	"Turn right (pointing right), by the yellow sign over there. Then you'll pass a McDonalds on that side (pointing again) and in a couple of miles you'll see Walmart on that side (pointing again).
Getting Organized: Tools & Methods	Before starting an organizing project, jot down detailed notes of what you want to do and use these to determine your overall vision and goals for your project. Create a list, determine a timeline, and don't forget to check off complete items (this helps left brainers to know where they are in their organizing process). Pick a logical home for items and use systems, processes, and tools including numbers and words rather than pictures. Bins, dividers, file folders, work well as storage solutions for you.	Before you tackle a project, determine the end result first. Work on one project at a time, so you don't get side tracked onto something else. Break up big organizing steps into small ones. Use colors, pictures and other visual cues to label items. Work with others to complete your organizing project. Having someone to collaborate with is a great tool for you.

Are you still unsure if you are Right or Left brainer? Try one of these tests to help you determine which side of your brain is dominant.

Quiz: <http://bit.ly/OrgDIYbrain>

Picture test: <http://bit.ly/OrgDIYpicturetest>

Office organizing for each dominance type: <http://bit.ly/OrgDIYBrainOffice>