### Play #25 Exercise: Achieving OrgEx and Creating an EIE System

Use the information in this Play and the steps below for you and your team to achieve Organizational Excellence and create an Exceptional Individual Execution system.

1. Start the TRAFT process by working through your current day’s workload of paper and electronic communications. For each item, perform TRAFT (Toss, Refer, Act, File, or Task).
2. Organize your computer’s desktop, ensuring it’s free ofall nonessential files.
3. Create folders in your Inbox to file emails that you want to keep and be able to locate easily.

1. At least once per day (preferably more), go through your email Inbox, TRAFTing as necessary. Do this for a week to ensure it becomes habit, then commit to continuing it at least daily thereafter.

1. At least once per day (preferably more), go through your email Sent box and delete all the sent emails you no longer need, then file those you wish to keep in the appropriate Inbox sub-folder. Or, if you need to follow up on an email, flag it and leave it in your Sent box. Do this for a week to ensure it becomes habit, then commit to continuing it at least daily thereafter.
2. Once a month, go through your email Deleted box and remove anything more than a month old. Do this for three months to ensure it becomes habit, then commit to continuing it monthly thereafter.
3. Go to the Documents section of your computer and create folders for all the documents you wish to keep. After your work on a document is finished, commit to placing it in the appropriate Documents folder.
4. Use your electronic calendar for *all* business *and* personal appointments and events that you want to remember (even things like birthdays). Get your calendar up to date and commit to keeping it that way.
5. Commit one or more dates and times (for example, over one or more weekends) to perform TRAFT for all your other work areas, such as your desk, physical files, and phone.
6. Begin using a portable Task Tracking System.
7. Once per week, print out your task list and make notes as necessary. Do this for a month to ensure it becomes habit, then commit to continuing it at least weekly thereafter.
8. Review the **“Six Keys for Excellent Organization.”** Use the space below to record your impressions about how you have become Organizationally Excellent.
9. Appoint a team member to be the Exceptional Individual Execution (EIE) Coach. Give this person the responsibility and power to set up Organizational Excellence training for the rest of the team.