

# GETTING ORGANIZED IN THE GOOGLE ERA

**How to Get Stuff Out of Your Head,  
Find It When You Need It,  
and Get It Done Right**

**DOUGLAS C. MERRILL and JAMES A. MARTIN**

**DOUGLAS MERRILL** was chief information officer and vice president of engineering at Google when the company went public in August 2004. He left Google in 2008 to become chief operating officer of New Music and president of Digital at EMI Music . Despite the fact he is dyslexic, Dr. Merrill earned a doctorate from Princeton and also graduated from the University of Tulsa. Douglas Merrill left EMI Music in 2009 and currently sits on the boards of directors of a number of start-ups in the US and UK.

**JAMES MARTIN** is a *PC World* blogger and freelance writer. He contributes to numerous publications including *The New York Times*, *Travel + Leisure*, *MacWorld* and the *Los Angeles Times*. Mr. Martin specializes in helping small and medium-sized businesses with search engine optimization and the development of social media strategies. His blog is at [www.traveler2-0.com](http://www.traveler2-0.com).

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**MAIN IDEA**

Today's world is fast-paced and information-saturated. To keep your head above water, you need an organizational system which will handle the endless stream of information which gets thrown at you, integrate the tasks you need to get done and allow you to focus on the challenges which will confront you every day. In other words, you need an organizational system which takes full advantage of available technology rather than one developed for bygone eras when paper To-Do lists were all that were required.

Forget about looking for a one-size-fits-all organizational system – it doesn't exist. Instead, you have to develop your own system which will meet all the unique twists and demands you face in your life and career. As you do that, there are twenty-one organizational principles which might provide some useful clues. These principles are worth considering because they are:

- Aligned with the way your brain actually works as opposed to the way you might wish your brain worked in an ideal world.
- Based around the concept of using technology in smart ways to help you get better organized.
- Realistic and scalable which means they can handle the sheer volume of stuff which gets thrown at you every day.

Disorganization always causes stress. The way forward is to use these 21 Principles of Organization to develop a system which works for you. The more organized you can become, it stands to reason you will feel more successful and ultimately less stressed. The key is to stop wasting time and do more of what you decide is important to do every day.

**21 Principles of Organization**

**1. How you think . . . . . Pages 2 - 4**

It makes good sense to align your personal organization system with the way you think. If you don't do this, you inadvertently end up sabotaging your best efforts to move ahead. The eleven principles which help you do this are:

- |  |   |
|--|---|
| 1 Organize your life so you minimize brain strain    | 7 Organize around actual not assumed constraints    |
| 2 Get stuff out of your head as fast as possible     | 8 Be honest with yourself but not judgmental        |
| 3 Don't even try and multitask — it's less efficient | 9 Know when you should ignore constraints           |
| 4 Use stories to remember important things           | 10 Know where you're going and how you'll get there |
| 5 Look for new and better ways to get things done    | 11 Be flexible about how you achieve your goals     |
| 6 Knowledge is not power – sharing knowledge is      |   |

**2. Tips, techniques and strategies . . . . . Pages 5 - 7**

Today, there are some amazing tools available which can help keep you organized – including smart phones, cloud computing and more. You have to keep on discovering new and better ways to use these tools as part of your organizational efforts. The seven principles which apply in this area are:

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|--|---|
| 12 Don't organize information – learn to search for it | 16 Remind yourself there are no perfect systems         |
| 13 Only keep in your head what must be there           | 17 Use the tools you already know wherever possible     |
| 14 Always break big chunks into small bites            | 18 Add keywords to digital information to find it later |
| 15 Set aside time each week to review key facts        |   |

**3. Organizing around 21st century challenges. . . . . Page 8**

To get organized today, you'd better get good at minimizing distractions. Don't try and hit an ideal work-life balance because it can't be done. Instead, integrate your life and your work together so you can tap into your full energy and brain power. The three key principles to remember in this area are:

- 19 Take notes so you can change contexts later on
- 20 Group tasks with similar contexts
- 21 Integrate your work with your life

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