


# BUSINESS



Ticked over CEO pay? Blame Ken Hugessen, Canada's No. 1 compensation consultant. Then behold his radical plan of reform

## Dark Knight

HARPER? SUZUKI? CORCORAN? Our exclusive ranking of Canada's most influential climate-change power brokers

## Wunderkind

Expert advice from overachievers

This month's lesson:  
How to get organized



Loose papers are strewn across your desk. Phone numbers lost. Appointments missed. But have no fear — we've called in Jaclyn Ray, the self-styled "clutter wrangler." Ray, 30, has been an organization consultant in Toronto for four years, working with everyone from large families to small business owners. Here, she offers tips on putting everything in its right place.

> **Set aside time to organize.** It sounds trite, but if you think there's no time to organize, it's because you haven't made the time. Start by taking an afternoon to clear your inbox and create an organizational system. Then schedule a few hours every week to apply the system. "Set organizing appointments with yourself," says Ray, "and keep them just like you would a dentist's appointment."

> **Carry a notebook.** Stop scribbling midnight brainwaves and notes from your boss on loose pieces of paper. Have one place — either a notebook or PDA — for your tasks and ideas and the random bits of information in your head. "Carry it with you everywhere and cross off tasks as you finish them," Ray says. "It'll take a load off your mind."

> **Keep files within reach.** Files, a trash can and a recycling bin should always be in an easy-to-reach place. After a while, the act of filing documents becomes almost subconscious.

> **Start the weekend clutter-free.** If you find yourself stressing out on the weekend, it's probably because you're worried about next week's work. So book a half-hour on Friday afternoon to plot out a plan of attack for the following week. "This will clear your mind for the weekend," says Ray, "and set you up for Monday morning." — *David Diaz*