

How To Get Your Ducks In A Row With Your Business And Your Life! Getting Organized Can Help De-Stress Your Life

If you spend much of your time wishing you had much more time, take heart! You're not alone! So, how can we "stretch" those days, and get more done with less time?

BY GETTING ORGANIZED!!!

YOUR OFFICE ~

If you're working from home, have a space to work that's dedicated to your business, whether it's a spare bedroom or just part of a room.

Before buying office equipment, determine what you need it to do ... visualize the variety of tasks you have to perform.

Take time setting up your workspace ... try to put everything you need within reach, and keep the resources you use most frequently nearby.

YOUR TIME ~

Develop a general work schedule and stick to it! Include time for yourself, your family and the maintenance of your business.

Divide up your time, decide how much to spend on business development, personal needs, volunteerism and family, and start by allowing 25% of the time on yourself.

Each time you make a commitment, set a timeline for your involvement, remembering that sheer maintenance takes at least

25% of the time you spend on any project, whether it's business, marriage, or serving on the board of a non-profit organization.

Start the morning, afternoon, or evening with the most worrisome task before you ~ this will reduce your anxiety level for the next task.

Complete deadline work early ~ not only will this reduce stress and lighten your work schedule, it will give you more self-confidence about managing your schedule.

Take time at the end of each day to briefly organize your desk and make reminder lists of tasks for the next day or week. Allow some "down time" between busy periods to re-evaluate your priorities.

Get physical ~ physical exertion such as walking, bicycling, or organized sports activities help discharge stress.

Be sure to have some fun while working or playing ~ a good sense of humor can keep most problems in perspective!

Set A Date To Get Organized ...

- ↻ It takes 21 consecutive days of doing a task before it becomes a habit.
- ↻ Any system of organization must be right for you. The method you select must fit your life-style.
- ↻ People don't plan to be failures, but they do plan if they are going to be a success.
- ↻ A goal is nothing but a "dream with a deadline", share your goals with people who really care.
- ↻ Write down your goals. It will increase the success rate about 90%.
- ↻ Use the salami method to reach your goals ... tackle your project "a piece at a time".
- ↻ Always keep with you a single continuous master list of things "To Do/To Buy".
- ↻ Keep a daily "To Do" list.
- ↻ It's not what you are that holds you back; it's what you think you are not!
- ↻ Use 15 minute segments of time to accomplish small tasks or to make a dent in a larger one.
- ↻ Try the 45/15 rule. After a 45 minute work cycle, take a 15 minute break and do something different.
- ↻ Once you have organized your space, keep it organized by maintaining the space on a regular basis.
- ↻ When storing things, number the boxes on 3x5 cards, list what is stored in each box.
- ↻ Keep items used together near each other. Store them near the place they are used.
- ↻ Let the answering machine take your phone calls.
- ↻ Keep a pad and pen next to your bed to jot down ideas, things to do, and supplies you need.
- ↻ Don't interrupt yourself by starting another task before completing the first one.
- ↻ Keep an address file. On the back of the card write down important information about the person; directions to their home, favorite colors, names of family members, etc.
- ↻ Establish a message center in your home.
- ↻ Learn how to cut off time-consuming calls without hurting people's feelings. It's OK to say "This is a busy time for me right now, may I call you back?"
- ↻ Group your errands so that you can accomplish several in a single trip. Schedule them so that you can go from one to the next with a minimum of wasted time and travel.
- ↻ Consolidated phone calls, bill paying, and correspondence into a single time slot rather than responding to each separately.
- ↻ Whenever you catch yourself saying, "I can do it later", stop and make a point to do it now.
- ↻ Standardize the way you do things. Doing them the same way every time saves time.
- ↻ Don't fill more than 75% of your day so you will have time for the unexpected.