

Top Tips For Getting Organized

Staff Writer

Save time, improve communication flow, reduce stress and simplify your life!

Make the commitment. If you're serious about saving time, feeling less stressed and making time for yourself, then make the commitment to the system. It works!

Develop an ideal schedule and follow it! Be sure to incorporate time for yourself each day. Include time for preparation, meetings and work sessions with others, sales appointments, making and returning phone calls and a slot for coordination time for staff and coworkers.

Use a mobile time management system. You will need to have your schedule with you at all times.

Set up a to-do list every day and keep it available at all times. A clip board system works best because it's mobile and is always staring at you.

Master piles. Make the project you're working on right now be the only paperwork on your desk. Put everything else in its place until you need it. It's OK! It will be there when you need it. You don't have to see it to remind yourself, because you have listed every task on your to-do list.

Eliminate little pieces of paper. Get rid of sticky notes. They get lost. It will only frustrate you in the long run. Keep papers in standard sizes for easy organization.

Trust your system. Just do the steps, no matter your mood. Operate out of the rule, not the exception. There will always be exceptions. The sooner you master this step the faster you'll experience less stress and have more time for yourself.

Follow through in the moment. Just do it. Following through now reduces pileups later. Taking 30 seconds now will save hours over weeks. Maintenance is the key to successful storage and retrieval of information.

Teach the system to others as a method of learning. As a business owner, take the time to review the basics on a regular basis with staff. When you spot another not using their system, ask them to. As a coworker, be a model of efficiency by using your system every day. Be available to others for questions about how you use your system.

Toss the trash. Even in the age of the Internet, lots of seemingly useful resources will still cross your desk in paper form. Make a note of important numbers, web sites or company names on the back of a business card if you think you'll use them someday. Input them into your database for access later . Toss the paper now.

Bottom Line. After using this process for six months, you will have mastered your organization zone. You'll have saved at least a week's time, reduced stress and found the time you'd lost to focus on the priority of business building.