

*"I recommend you take care of the minutes and the hours will take care of themselves."  
-Earl of Chesterfield*

# BEING ORGANIZED

*"Don't agonize—  
Organize!"  
-Florynce Kennedy*

The "old" way of being organized in the books on the topic had a person start at the beginning and organize their entire home, career, spouse, children, etc! The "new" idea on organizing, given that most people are short on time, is to do the priority or most necessary organizing in order that you have what you need.

In other words, in the past if you were to organize your car, you might take everything out of each compartment, flap, holder and trunk. In this new way, if you only have a few minutes to designate to the task, you might just buy a visor for the driver's side and house your ez-pass, or toll money, directions and a pen and memo pad. That way you would be ready for anything you need while driving, and an emergency kit and car fire extinguisher, of course.



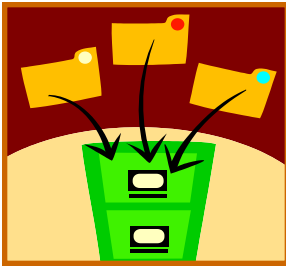
*"You will never 'find' time for anything. If you want time, you must make it."  
-Charles Bruxton*



Or if you wanted to organize your office and couldn't do the entire area, you could clear your desk, put the priority papers in order there, make a "to do" folder, and store the rest to file later. You can have a "to read" and a "to delegate" folder as well if you have others to delegate to.

If procrastination is a problem, you need to get motivated to do the tasks at hand knowing that even a small time invested in getting organized should pay off in feeling more in control, centered, and confident with less lost time looking for things and increased revenue resulting from the time you can reinvest in your work.

Many people feel that being organized adds to peace of mind, tranquility and a calmer outlook. It can make you more prepared for the day and the tasks at hand. Organization can help your productivity as well.



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## Being Organized Can Help:

- The day go more smoothly
- You look better and more put together
- Promote inner calm
- Prepare you for sudden events (You know you are ready)
- Enable you to help others
- Prevent mistakes
- Troubleshoot future events
- Plan ahead

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After your efforts to take care of things, remember to:

- Enjoy yourself
- Have more fun
- Reward yourself
- Give yourself a present
- Pat yourself on the back :)

