

PLANETARYMOTION

INSIDE ACCESS TO SPECIAL PROMOTIONS AND HELPFUL TIPS

GETTING ORGANIZED NOW



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10 ideas to getting more organized at the office and at home.

Executive's Reality, Family's Reality vs. Your Reality

The Executive and your Family have a vision of what needs to be done when, where and how. Sometimes driven by deadlines, sometimes driven by need or want, it is their vision of time and your skills that dictate the end goal. Then there is your vision of reality to consider too, and this includes time, talent and budget. Here are some ideas to improve work efficiency, spend more time with your family, and most of all avoid job stress and anxiety.

It is 4:30 PM on Tuesday, where are you? The Executive:

"Julie, I need this email sent by 5:00 PM today. Also, change the agenda for the staff meeting tomorrow morning and call everyone before you leave and let them know of the changes."

The Family:

"Honey, I just got called into a late meeting and can't pick the kids up at 5:30 PM for soccer practice. Can you do it?"

Although you may be adventurous and flexible, it's critical that you get organized and think things through before you get yourself in trouble. The hard part is remembering to hit the pause button before stress gets the best of you.

10 ideas to getting more organized at the office and at home:

1. Organize all things that command your attention at the beginning of the day or before you leave work in the evening. Specify the top six items that need to be accomplished. This is different than the "to do" lists. Identifying your top six priorities will help you focus on the important tasks.

2. Pick a goal for the day, week or year.

When you see the end goal, it helps you visualize your priorities. Benjamin Franklin identified thirteen moral virtues that helped him focus on his goals. Determine your values to help align your priorities with what's important to you.

3. Record things that need to get done.

Determine the best organizer/tool for you. A Blackberry, paper calendar, action item list, notebook or journal to name a few. It's important to decide on a system so all those notes you make get organized in one place.

4. Carry a small notebook or notepad to jot down random items. Be sure to transfer the items to your electronic or paper organizer.

5. Compare resources, ideas and best practices with other co-workers. You will be amazed at the incredible knowledge you gain and put into practice just from asking the advice of others.

6. Carefully delegate whenever possible. This not only helps you, it empowers others and encourages teamwork.

7. When you receive an overwhelming number of requests, stop and reevaluate values, timelines and priorities. Put first things first, reevaluate your top six priorities that you outlined at the beginning of the day to make sure they are still the top six important tasks. If things have changed, adjust your plan of action.

8. Family always comes first. Understanding that sometimes compromises need to be made, be sure to evaluate their needs versus other tasks that demand the same or greater attention. Offer an alternative solution where possible.

9. Avoid unnecessary distractions whenever possible by keeping focused on one task at a time. Statistics show that productivity declines with too much multi-tasking.

10. Devote specific locations for your things both at home and work and be consistent. Not only will it make life easier for you, but for your family or others that rely on you to organize important documents. Most importantly, the information will be available at your fingertips.

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