

Take These Actions to Become Organized

By Sherry Borsheim

www.simplyproductive.com

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We all want to be more organized, but sometimes just determining the areas that need work can be daunting. Are you falling behind in any of the following areas?

- Daily & weekly planning
- Scheduling
- Staying current with electronic filing
- Staying current with projects
- Staying current with paper filing
- Staying current with voicemail
- Staying current with e-mail

If so, let's make a plan to deal with the areas that need the most help!

Looking at the list above, write down the **top three** areas that are giving you the most trouble. Once we've dealt with those, you can come back and pick other areas to work on.

Armed with this list, create some expectations. What will need to happen to make you feel organized in each of these areas? For example, if you want to stay current with filing, your expectation might be that you want to be able to find any piece of filed information in five seconds or less (yes, it is possible!). Or, if e-mail is getting you down, perhaps you will feel more organized if you are able to get through your inbox each day.

Once you've thought this through, write "I will feel happy with my progress of getting organized if I can..." and then list three points to support that statement.

In order to win the organization battle, you'll need to take any potential obstacles out of your way immediately. Is there any reason that you might not complete the organizing goals that you have just set? If so, write them all down.

Your reasons can range from lack of time, to having a poor system of organization that needs an overhaul. Write down every reason you can think of.

Now blast away those obstacles! For example, if time was a factor, make time in your calendar. If you don't know where to get started, call an organizer or productivity consultant in to help.

With all this information in hand, schedule a deadline for acting on each issue. By the time you reach your deadline, each challenge area will have moved up a little and you'll start winning the organization game.

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