

Improve your Bottom Line by Being Organized

Did you know?

1. **"30 percent of all employees' time is spent trying to find lost documents."**
Von Bergen, Jane M. So many reasons to neaten up, but it's too imposing. Boston Globe 03/12/2006 Statistic by/from Delphi Group
2. **"Three out of four workers surveyed worldwide agreed with this statement: 'I find myself becoming more stressed when everything is a mess and I can't find important documents when needed.'"**
Von Bergen, Jane M. So many reasons to neaten up, but it are too imposing. Boston Globe 03/12/2006
Statistic by/from David Lewis's survey of 2,544 office workers in United States and Europe, Esselte Corporation
3. **"Managing two mental tasks at once reduces the brainpower available for either task."**
The Awful Truth Behind Multi-tasking. NeuroImage 03/14/2003
4. **"Forty-three percent of the Americans surveyed described themselves as disorganized, and 21 percent have missed crucial work deadlines. Nearly half say disorganization causes them to work late at least two to three times a week."**
Von Bergen, Jane M. So many reasons to neaten up, but it's too imposing. Boston Globe 03/12/2006
Statistic by/from David Lewis's survey of 2,544 office workers in United States and Europe for Esselte Corporation

Organizing & Productivity Tips

1. Get **clear** about why you want to be organized, there must be a payoff.
2. **Schedule time** to get organized, just like you do for the other important things in your life.
3. **Focus** on one project at a time.
4. **Decisions: Do** it now, **Delegate** it, **Delete** it, **Defer** it to another time (schedule it in.)
5. **Plan** ahead, plan tomorrow before you leave today, etc.
6. **Avoid Multi-tasking** – it doesn't work!
7. Do your **1-3 most valuable tasks** BEFORE you open your e-mail each day.
8. Block out **uninterrupted** time to work in your office.
9. Being organized is about creating good **habits**
10. **Purge Constantly.**

Quotes "Learn to say 'no' to the good so you can say 'yes' to the best." – John C Maxwell
"We are what we repeatedly do. Excellence, then, is not an act, but a habit." - Aristotle

Wow!

If you are a sole-preneur and you charge \$50 an hour for your services but spend 30 minutes a day looking for lost things:

- **Disorganization is costing you \$6,000 each year.**

Let's say you have 5 employees and you pay them on average \$25/hour and they are wasting 30 minutes a day:

- **Disorganization is costing your company \$15,000 each year.**

You can do your own calculations at www.thegosystem.com

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