

Productive to the Max

Productivity

Performance

Profitability

Organizing Excuses

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Are you hiding behind the pretext that you really cannot be organized? Do you have excuses, alternate explanations, myths that you wish to dispel about the process? Think again. Everyone can be organized in their own way, if they are so inclined. The key is "in their own way." Just as we all are different personalities, so do we organize in different ways. However, in order to get the best out of the process we need to dispel some myths.

To be organized means you are clean. *This is not necessarily the case. It would be very nice if there were no dust bunnies behind that tidy bookshelf, but that does not always happen. As a matter of fact, it amazes me how I have to encourage clients to clean while they are going through the organizing process.*

To be organized means you are neat. *Have you ever gone into an office where the piles are neatly stacked one beside the other? Does that necessarily mean you can find anything? I don't think so. Being organized requires you to maintain a structured system where you can find everything quickly.*

To be organized means you have to structure every minute of your our day. *Not so! Remember that to be efficient, your day's activities should reflect only the most important priorities, not everything you have to do.*

To be organized means taking a lot of time and effort. *Think about all the time you are wasting being disorganized and finding and searching for items. It is better to take a bit of time beforehand and get your systems and processes in place.*

Remember, you are not the only one who is disorganized. Why not decide today to organize your life so you have time to do the things you love.