



eBook

Get Organized



BeyondSalesTactics.com | 614.561.0632 | BarbGirson@gmail.com

Table of Contents

Introduction.....	3
Chapter 1- Essential Tools to Keep Your Life Organized.....	4
Chapter 2- Key Habits to Start the Day the Supportive Way.....	6
Chapter 3- Manage Your Time...and Energy.....	8
Chapter 4- To Do (And To Don't) List Success Tips.....	11
Chapter 5- How to Stay Organized and Productive at Work.....	13
Conclusion.....	15

Leadership, Team and Individual Training/Coaching

If you would like to help yourself and your team get organized, be more productive and reach your next level of greatness, [contact Barb](#) to learn more about these services:

Our workshop, **9 Productivity Habits**, will bring the next level of productivity to you, your team, and your organization.

[Schedule a complimentary consultation](#) and see how this workshop can elevate your business this year and beyond.



What is REAL productivity?

- Quality vs. quantity
- Effective prioritizing
- Being organized
- A balanced, whole life
- Conscious communication

Elevate your productivity.

[Schedule Today](#)

Beyond Sales Tactics™
BeyondSalesTactics.com

Introduction

Do you sometimes have a hard time staying organized? If so, you are not alone. With our busy lives, changing priorities, and hectic schedules it can be hard to stay on task, especially when you're leading a team, running a business, or pulling double duty as a parent, teacher or student.

So how can you make life a little easier on yourself, your team, or your organization?

In this eBook we suggest tools, habits and mindset shifts that can make your days (and nights) easier to manage.

Chapter 1: Essential Tools to Keep Your Life Organized

Creating an organized life (and maintaining it) isn't as hard as you might think. Like anything else, if you have the right tools things go much more smoothly. So while organizing, or re-organizing, might take a little front end heavy lifting, thoughtful planning and intentional implementation will help you be more focused and feel more control of your life and time.

Here are six essential tools to help you stay ahead of the game:

Paper Planner

Yes, even in the age of digital organization a paper planner may still have a place in your organizational tool chest. Something about putting pen to paper just works for many professionals (it does for me). I use a small notebook to make a short To-Do list and capture thoughts on the fly. More about To-Do lists later...

It doesn't have to be big and bulky or expensive. In fact, you might find that a trendy journal you pick up at Target suits you best. Your paper planner can include projects and items that you want to keep a close eye on, as well as notes and lists. Throw it in your bag or briefcase so it's always close by when you need it.

Online Calendar

In addition to the paper planner, an online calendar or app for your smartphone, is another essential. This handy tool will be with you everywhere your phone goes and has the added benefit of being able to give you alerts for meetings and scheduled tasks. Remember, if it's not scheduled it doesn't happen, so put your priorities (personal and professional) in your online calendar.

Evernote

Evernote helps you keep track of those digital assets you want to come back to. You can clip whole webpages, URLs, create notebooks, share information, create draft documents and add pdf files. This handy tool is free but does have a paid option that provides more functionality. However, for most people the free version will be sufficient. It is an online tool and has apps for smart devices that will allow you to sync your notebooks across all your devices so you'll always have access to the information you've saved.

Budget/Expense Tracker

Creating a dedicated financial tracker in which to record your income, expenses and savings can help you, your team and your organization stay organized financially. Keeping track of incoming and outgoing money can help identify trends, and determine where you can invest or cut back. There are many online and offline options to support you such as Freshbooks, Quickbooks, Clever Fox Budget Planners and more.

To-Do List

For many the trusty To-Do list is an essential tool to keep life on track, running smoothly and organized. Paper lists are great as you can carry them with you or display them where you can't miss them. There are also plenty of To-Do list apps that can help you create, monitor and organize your lists. One app/program I've found helpful for project management is Basecamp. I have used this with clients to help them delegate and stay on top of projects. Another resource is Asana which is useful for personal and professional projects.

My Fitness Pal

A health and fitness tracker can enable you to monitor your exercise as well as your diet. My favorite is the app that comes with the smartphone and is valuable in tracking steps, miles per day, week, months and years. Note: This year I have increased my average miles walked per day considerably.

My Fitness Pal is a popular free online tool with Android and iPhone apps. It contains a huge food database for tracking what you eat and you can create a personalized diet profile.

These six tools can support your goal of becoming more organized in multiple areas of your life. There are, of course, many other tools that you may find useful and necessary in organizing your life. If so, feel free to [share them with our tribe!](#)



Chapter 2- 5 Key Habits to Start the Day the Supportive Way

Does your nightly routine support you the next day? Starting your day the night before can ensure that you'll feel calmer, happier and more productive from the get go. It'll also make sure that you don't waste any time searching for missing or lost items (not that I know anything about that 🙄).

Remember, habits don't happen overnight. They take at least 21 days to become ingrained into your normal routine so the sooner you start the quicker you'll become a well-organized morning person. More challenging behavior changes and habits can take much longer, so give yourself time. Start with tiny habits in the right direction.

Tidy Up the Night Before

We've all been there when we've felt too tired to load the dishwasher, clear the counters or vacuum the family room, not to mention tidy up your workspace. Spending a little time at the end of each work day or evening picking up and cleaning away the dirt, clutter, and debris from the day really will save you time and angst in the long run.

Taking 15-30 minutes to close out the day will help you understand exactly where you need to begin the next day. And walking into a tidy office space will make you feel energized, ready to tackle the day ahead rather than weighed down by all the drama (or debris) from the day before.

Prepare Lunches in Advance

Food preparation takes time and isn't fun when you're in a rush to get to school or work. Spending time preparing lunches for the family the night before ensures you all get a nutritious lunch time meal which will save you time and money.

Plan ahead so that you know exactly what everyone is having each day of the week. This will make sure you buy or make everything you need so there aren't any last minute panics.

Get Clothes Ready the Night Before

How much time have you wasted trying to choose what to wear in the morning? Likely, too much and it gets worse if you have kids. Instead get everyone's clothes ready the night before. Make sure the entire outfit is on a hanger complete with shoes and accessories. Note: If you are working remotely, it might be a bit easier for you.

If you're an overachiever in this area, you can take it one step further by organizing the entire week's wardrobe on Sunday with everything hung in day order in your wardrobe ready to be picked on the relevant day.

Write a To-Do List

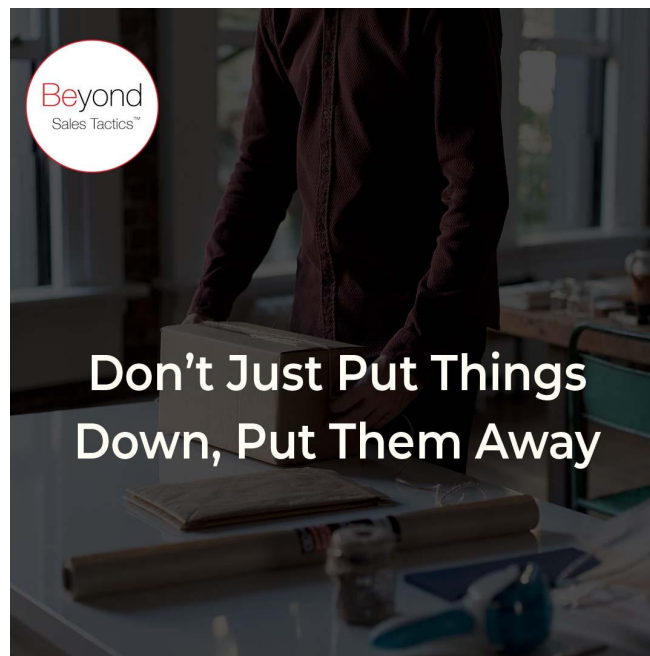
Write down all the chores you need to do and calls you need to make the next day. If they involve dropping off items at the dry cleaner, then bag them and put them by the front door. If you need to post letters or packages then bag them and put them by the door. Your list will make sure you know exactly what you need to do and by having any items ready you won't leave the house without them!

Bag It

Spend time putting everything you'll need for the day in your handbag or work bag the night before. You won't need your iPad or laptop overnight so slide it in your bag or case before you go to bed to make sure you don't forget it. Any work documents or school books should be put into bags so that they aren't forgotten or mislaid!

If your children have gym class, football or another school or after-school activity then get the necessary kit ready in their bags before you head to bed. Put the bag by their school coat.

Starting your day feeling positive and organized really does have a major impact on the way the rest of your day pans out. A chaotic start is hard to recover from. By developing the routines above you can be sure that you and your household will always start your day the right way.



Chapter 3- Manage Your Time...And Energy

Managing your time is not just good practice but it is also good for productivity, organization, and achieving success with your goals. By managing your time properly and efficiently you can create an organized life. It can be effortless by starting small and selecting from these strategies below, then discover your own.

Get Up Early

The most successful people are early risers and have a morning routine in place. Then there are those that are counter to conventional wisdom and swim upstream successfully, too.

Morning routines often include:

- Meditation
- Visualization
- Exercise
- Reading/Learning
- Healthy Eating
- Planning/Prioritizing
- Journaling

For me it includes freshly ground coffee beans - and lingering over the pour.

A regular morning routine will ensure that you start your days successfully.

To-Do List

We've mentioned them before, and it's worth repeating... To-Do lists are beneficial. The best lists are 10 items or less to ensure that you can complete the full list. Remember to prioritize the items on the list and review it throughout the day. Checking off items as they are completed will give you a sense of accomplishment and motivation.

Sticky Notes

Sticky notes are ideal for displaying reminders of tasks, motivational quotes and visualizations. If you have a multi-facet project use sticky notes to list all of the steps. Next group the items that are connected and play with rearranging the order. A moveable visual gives you both control, order and flexibility.

Record It

Have you used the voice recorder on your phone to record notes, thoughts, ideas, etc? Especially if you have a flood of ideas coming at once. Of course you can record your notes in a text document, or using pen and paper as well, yet a digital recorder is simple, easy and likely already on your phone. By making a voice recording you can

replay the recording and listen to your ideas. This will give you the opportunity to listen from a different perspective.

Schedule

Create a schedule. Using an online planner such as Google Calendar will ensure that you are able to access your schedule on your smartphone, tablet or computer wherever you are. You can color code different categories of entry and share with friends, family and colleagues as necessary. Schedule your meetings, appointments and time for 'deep work' and 'deep thinking'.

Use Pen and Paper

Some people find that pen and paper works best for your most important events, tasks and notes, using the traditional recording method of pen and paper with a diary, planner or bullet journal. You can keep it with you at all times, it won't distract you with messages or run out of power. You'll also be able to flip through at a glance to see how much you've achieved, past or forthcoming events, and outstanding tasks.

Prioritize

A key component to managing time and energy is to be realistic. Not all tasks and events are created equal. Find a way to highlight events that are essential so you can see them at a glance and be sure not to miss them. On your lists of things To-Do, always prioritize the tasks. Embark on a self-discovery journey to determine if you are more effective when you complete the most important first or if do you do better getting a few easy-to-knock-off items done early to gain momentum.

What I have found from learning about productivity and organization through coaching leaders and teams is that everyone and every organization has their unique sweet spot to make their processes more effective.

Regardless of how you go about it, if there are items that aren't important or are not time sensitive then consider moving them off your current list and on to another day. You can't do everything, do what is important.

Delegate

At home or at work, if there are items on your plate that can be done by others, then consider delegating them. You don't need to be a superhero and do everything yourself.

For example, kids can clean their rooms, put away their toys and when old enough learn how to load the dishwasher, set the table, and do other simple chores. By enlisting the help of other household/team members you can get more accomplished in less time. Not to mention you are offering them the opportunity to learn and grow on their own.

Managing your time properly and efficiently is one of the keys to staying organized.



Determine Desired Results Before Meetings



Chapter 4- To Do (And To Don't) List Success Tips

The humble To-Do list is a powerful organization tool. It doesn't matter whether you create and keep a digital list using an app such as Todoist or use a pen and paper. What matters is that you create and use your lists every day to help you get and stay organized. The following tips will ensure that your To-Do lists are a successful tool in your organizational tool box.

Keep it Short

The ideal length of a To-Do list is 10 items or less, yet always know your top 3 high-impact items (HIA). You've probably created lists in the past that have seemed endless. Instead of helping you feel organized and successful, you probably ended the day with most of the items still unchecked and feeling a failure.

By keeping your list purposely short you are more likely gain traction and end the day feeling accomplished.

Separate Lists for Home and Work

Keep your work tasks separate from your personal To-Do list. It helps to compartmentalize.

Prioritize

Once you've listed everything you need to accomplish then number the items in order of priority.

If there are any items on your list that aren't important then mark them as such. That way you won't need to feel guilty if you don't cross them off.

Assign a Time Limit

Wherever possible set a time limit for every item on the list. Not just how long it will take but when it needs to be done. That way you can identify tasks that need to be completed before the lunch meeting or before picking up the kids from school.

Re-visit and Re-work

A To-Do list is a dynamic working document. Once written, revisit it throughout the day. You can check off those items you've completed and reprioritize or schedule those that remain.

You can give yourself permission to remove items that are no longer important or unnecessary. It will also give you the opportunity to add any additional tasks that crop up during the day.

Keep it with You

How often have you made a To-Do list at the beginning of the day and then totally ignored it? Probably because you set it and forget it - keep it handy! !

To make sure that your list is where you need it you could use an app such as [Todoist](#) or [Jamie's To Do](#). Better still you could keep your daily to do list in your daily or weekly spread in your bullet journal. That way it will be with you wherever you go and you'll get the satisfaction of marking off the items as you complete them. You'll also have a visual record of your achievement.

Your To-Do list can be a powerful tool for helping you to live an organized life. Using these tips will help you to ensure that it is used successfully.



Chapter 5- How to Stay Organized and Productive at Work

Whether you work for yourself or someone else you will need to be both organized and productive at work; every day. So how can you make sure that you stay organized and productive? Many of the tips that apply to home, apply to work and vice versa.

Clear Clutter

Make your workspace clear and clutter-free. By removing distractions, you will make sure that you remain focused on your work. Have a trash can by your desk and use it. If it's trash, then it isn't needed so bin it immediately! Add a small container for recycling and put anything that can be recycled into it as soon as you've finished with it.

Process Your Emails

Emails are a huge time suck. Instead of just reading them or thinking you'll read or act on them later take a more structured approach.

Set a specific time for dealing with emails each day. Use folders to organize emails: junk/spam, trash, by project or client, personal and to do. Any emails that require you to take action and cannot be completed at that moment could be put into the to do folder. Make it a habit to work through your to do folder and empty it every day. Have a specific time slot on your calendar allocated for email processing each day.

Delete junk, spam, and emails that aren't important or needed for further action and empty those folders at the end of each day. At the very least, set your email to empty your spam folder at regular intervals.

Your future self will thank you for taking the time to do this as seeing 3,436 unread emails on your inbox tab can be pretty stressful.

Schedule It

If you work for an organization, then you may have set break times. However, if you work for yourself then it will be up to you to decide when to take a break. Be sure to schedule in regular breaks as these will keep you more focused and productive.

One coaching client recently had success by working for 45 minutes and moving (outside ideally) for 15 minutes each other. This was an energizing cadence instead of stuffing back-to-back meetings to the point of exhaustion.

If you sit down for a large part of your day you need to take regular time out to get up and walk around. This will keep you fitter and your energy elevated.

Stay Hydrated

Your body and brain need water to stay hydrated and to achieve optimal performance. Dehydration can cause a variety of symptoms including low energy, headaches, dizziness, mental confusion, and nausea. So keep that water handy!

I ask my clients and ask you, “What else do you need to do to be in your optimal performance zone?”

Eat Your Lunch

It can be easy to skip a meal when you are in the zone. However, this won't actually boost your productivity because you need fuel to function! As you've probably noticed, when you don't eat, your blood sugar level drops and you lose energy and the ability to focus. Ok unless you are intentionally intermittent fasting, a whole different topic for another day.

This means, your productivity, creativity and efficiency will decrease. Take the time to lunch and have healthy snacks.

These simple tips will help you to stay organized and productive when you're working.



Conclusion

While these are great tips to keep you on the right track to staying organized, focused and productive, you are a unique individual.

Use these tips as a guide and just like any other tool, modify them to work specifically for you.

As you move toward your personal and professional goals, stay open to new ways of working and moving through the world each day to reach your next level of greatness.

Beyond Sales Tactics



Barb Girson, RCC, PCC
Speaker, Trainer, Facilitator,
Registered Corporate Coach™

- Speaking
- Coaching
- Consulting
- Training & Facilitation

In person or virtually, Barb is here to help you take your high-performing team to the next level.



We help you transform
& Go **Beyond**.

Learn more at BeyondSalesTactics.com.

Connect with Barb on LinkedIn
www.linkedin.com/in/barbgirson/