



MONDAY MOTIVATOR

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Welcome to another edition of The Monday Motivator. This edition is devoted to something that every person you know needs more of... organization!



What does organization mean to you? Is it a tidy office or home or garage? Is it your daily planner, either in book form or perhaps with a computer app? For most of us organization has two meanings. One is a group of people that form a company or a team. Examples can be found all around us from non-profits to military or sports teams to the largest global corporations in the world.

The other meaning points to a life that is orderly and efficient. Examples of this can be found in how you keep track of appointments, or how you track your prospects, customers, clients, patients, committee members or other personal or professional groups. One thing is certain; without organization human progress would be nearly impossible.

Some of the earliest examples of social organization took place in early Greek history. Many books have been written on the topic of ancient Greek democracy but for this document we'll focus on how the ancient Greeks learned the value of voting. In those days democracy offered equal say among both rich and poor. This social organization allowed fair election of leaders and it prevented having bad leaders who may not help the people in any way. In this democratic system, citizens were allowed to express their



individual opinions through the right to vote. Citizens would choose a white rock to mean “yes” and a black rock to mean “no”, and they would cast their “votes” into a vase. The colors were tallied up and the will of the people was announced. This system of voting was used to give the common people representation in the government, bring about emphasis of the individual, and make important decisions based on the good of the state. Now that’s organization on a big level!

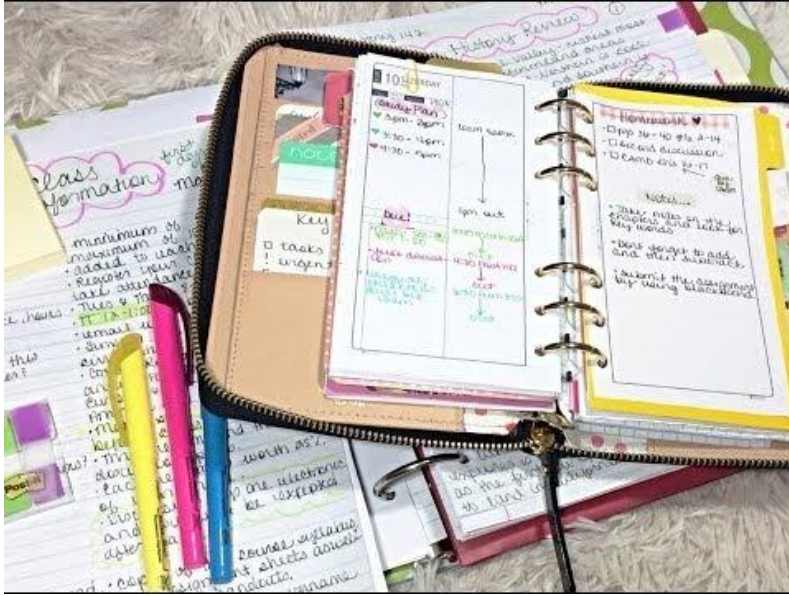
Most people will say that they could use more organization in their personal as well as their professional lives. Here are a few good tips on how to add more order to your day-to-day activities.

1. TO DO LISTS – if you are going to use such a list, follow these rules:
 - a. Write your list of what you want to accomplish today. It’s best to do this before you retire the night before.
 - b. Now add an A, B or C to each item on your list. A items are not optional. They **MUST** be accomplished by the end of the day. B items would be nice to get done but the wheels are not going to fall off the wagon if they don’t get completed. C items are feel-good items. Yes, lunch with a friend might be nice but not if it keeps anything on the A list from getting done first.
2. Use your smart phone to organize your time and activities with the use of calendar apps. Many are provided with your phone out of the box and many other choices are online.
3. Finally, understand that time management is really self-management. What does time management have to do with organization? It is everything. Time is money. If you let your time slip away, doing little or nothing to accomplish your objectives, you’ll notice your TO DO List will have the same items on it day after day after day.



Pretend the yellow binders are ultra-important and the green ones are sort of important. The orange ones are all about everything else.

As in past Monday Motivators we add links to additional useful information to support our topic for the week. For a great look at personal organization try this link: <http://zenhabits.net/putaway/> This next link will take you to a list of cool apps for Type A personality personal organization help: http://www.huffingtonpost.ca/2015/05/25/best-apps-for-organization_n_7436368.html



At the very least most of us can use a personal time management system like the one on your left. Sometimes called Day Planners or Franklin organizers, you can find them at your local office supply store or online. As mentioned, many people are more tuned into the apps on their smart phones as an excellent option.

What's the payoff for being organized? Check this great link for a huge selection of personal organization options:

<http://www.wikihow.com/Category:Time-Management-%26-Personal-Organization>

Organization is the key, in fact, central element for most of mankind's success. Have you ever wondered how airplanes are made in large quantities? Look at this photo of a plant making Consolidated B 32 aircrafts in the early 1940s. Notice how spotless everything is and these planes are being built here! It looks like someone used a computer app to create the image but this is an actual photo of the final assembly plant.

Without an orderly approach to most large spaces we would have a hard time finding things. The same is true in our personal lives. From your car to



your closets and garage, you depend on knowing where things are. Look at the average supermarket and you'll see what organization looks like. Even with this level of planning we need to ask where things are. Imagine what shopping would be like without this organization!

In summary, personal organization is all about arranging our tasks and the time required to complete them, in an orderly fashion so we know in advance what we can get done. If our goal is to check off the A items on our to-do lists every day we will benefit with personal organization similar to that of a warehouse in the image below.



On a busy day our lives can seem as complex as this warehouse. Knowing where everything is depends on organization and a way to keep track of time applied to objectives. With a little effort and a few modern tools, we can be more organized and efficient. Remember that we all have 24 hours a day. How are you going to use your next 24 hours? Not sure? Check the calendar on your smart phone and we will meet up in the winner's circle!

Quote for this topic: **If you are not organized you will lose time that you can't get back.**

Until next time I'm Will Robertson sending you good wishes from all of us here at Performance Strategies, Inc. / Personal and Professional Training Consulting Group.

For booking Mr. Robertson or any of our associates as a speaker, trainer, consultant or coach, call us at 1-800-242-1900. E Mail us at prospeaker@cox.net .

