

Bring balance to your life, success to your business

ORGANIZATIONAL SKILLS CAN HELP YOU COPE WITH THE WORLD AROUND YOU. THEY PROVIDE STRUCTURE, CREATE A SEMBLANCE OF ORDER AND REDUCE DAILY STRESS LEVELS.

Unfortunately, we can't control how many hours are in a day. We must try to control, instead, how we spend the hours we have.

What do organizational skills have to do with putting more balance into your life and Success to your Business. Doesn't becoming better organized just mean "having a place for everything and everything in its place"?

Organizational skills can help you cope with the world around you. They provide structure, create a semblance of order and reduce daily stress levels. How?

There is so much outside influence in the world today, so much to do, cell phones, emails, social media sites, changing technology, employees, marketing decisions, etc. Without organizational skills to help us cope with the sensory overload, with the "so much" we're exposed to constantly, we become overwhelmed and paralyzed by an endless stream of information to process and decisions to make, that we fail to accomplish anything.

The organizational skills you apply toward planning each day insure that you are at least somewhat productive and that you accomplish what you must. They direct the demands on your attention and give you some sense of control.

Organizational skills are also at work when you have large or time-consuming projects you must accomplish, such as a business plan or marketing plan. Think-

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ing about them in their entirety can be overwhelming and discouraging. But by breaking these projects down into smaller more manageable pieces (i.e. organizing them) they don't seem to be as difficult to achieve.

Finally, yes, organizational skills are about having "a place for everything and everything in its place." When this has been mastered you don't waste countless hours trying to find your most recent bank statement or last year's

tax return. You know exactly where they are because they are in their proper place. Conversely, when a bank statement arrives in the mail or when the tax return has been completed you know where to put them away immediately. Remember, the less you touch something, the more time you save. Perhaps the time saved may mean only seconds here and seconds there. Throughout the course of a day or a week, seconds add up to minutes and hours.

Organizational skills are the keystone to having a more balanced life and succeeding in your business. Take steps today to implement time management strategies and improved organizational habits in your business.

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