

Organization - Why It Is Important & Tips to Systematize
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Whether you are involved in a home business or work in a 'regular' office setting, organization is the key foundation to time management and a successful day. One would be amazed to find out the time that is lost and wasted due to not having a system in place for many of the tasks that requires our attention often.

Systematize, as described on Dictionary.com: To formulate into or reduce to a system: "The aim of science is surely to amass and systematize knowledge." It's quite easy after you get the hang of it and very useful in optimizing your work day. There are many ways, in many areas that we can use systematization to our benefit. The following are a few examples:

Calendar - There are many ways of tracking your appointments and all of your scheduled events. There are countless of other ways to manage your "To-Do" list as well. It's a great and practical habit to use some form of keeping on top of them all. However, the key is to use one centralized form to do so. The actual form that you decide to use, whether it's a daily planner, a computer-based calendar or a pocket calendar, is not as important as actually having everything in one, easy to use format. As your needs and tastes will differ, you may need to test different methods before you find something that absolutely fits you and your needs. Once you have decided which format you will be using, organize all of your appointments, scheduled events and "To-Do" list on there. If possible, include both business and personal so there are no overlaps. It's important that once you have entered all of your information and have it up to date, that you always keep it close by and updated. Once you have accomplished this, make sure you check your calendar at the end of your day for the next day's appointments, etc. This will give you an idea of what your day will be like and allow you to make adjustments to better organize your time.

Clean Office Area - It is almost impossible to maintain an optimized schedule and work day if your working area is messy and you are not certain where everything is. It would be quite surprising if we had a way to track the amount of time that is lost each day to looking for things on a messy desk. Make it a daily habit to clean up the messy desk or work area and leave it tidy at the end of the day. You will not only be more fruitful the following day but it will be a pleasure in starting your work day. There are several ways to go about maintaining your workspace clean and organized. Depending on the nature of your work, you can set up files that are easily accessible, either on your desk or in a close-by drawer, for all of the loose papers on your desk. You can organize them to suit your needs, either by urgency or by client/vendor. Make certain that you have one file for the following day's attention and that you look through it first thing in the morning. This will give you a good idea of your tasks that day and allow you to organize and prioritize. Also, make certain that your office is well stocked of office supplies, avoiding the need to get up often to find paper clips, etc. Another tip is to organize your office and equipment where everything is close by and workable. Make certain that the most frequently used and needed files are within arm's reach and that your desk has sufficient work space for your needs.

Briefcase - If you travel a lot or are out of the office at meetings, etc., you may require having a briefcase with you that is prepared and ready to go whenever you are. Just as it is important to keep things organized and well stocked in your office, the same rules apply here for your briefcase. Make certain that you have an adequate supply of the basic office supplies (pens, writing pads, highlighters, small stapler and remover, and envelopes) in addition to a calculator and plenty of business cards. Once this basic supply is in your briefcase, all you have to make certain that you have with you are the particulars for the meeting.

Start practicing the art of organization and you'll be surprised at how smoothly your workday can go and how much you can truly accomplish!

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