

How to clear your mind of all the things you have TO DO and GET ORGANISED!

Are you sick of your long and never ending 'To Do List' (or you don't have one) or trying to schedule your day only to be constantly interrupted with other important or urgent things? Do you feel there is a never ending number of tasks, emails, calls, errands, projects and commitments to always attend to? Sometimes with all the things you have to do and remember to do swimming around on your mind you can simply feel overwhelmed, stressed and not know what to do first or how you're ever going to get it all done...

If this is or can at times be you, here are some tips to help you get all the things you need to do - done! And off your mind and enjoy doing them at the same time!

Please read on..

Creating your own 'PERSONAL ORGANISATIONAL SYSTEM'

What you need?

- Filing Cabinet (Cleaned out and organised A-Z, with spare manila files and labeller)
- In Tray
- Action Tray
- Calendar or Diary (Electronic or paper based)
- Task List function (Outlook or Palm/Blackberry) or To Do book
- Post It pad & pen

Step One - Gathering all your 'STUFF'

The first thing you need to do is gather together all your 'stuff' into one huge pile, and when I say 'stuff' I mean all your papers, magazines, newspapers, bills, receipts, books, action notes - what ever is lying around cluttering up the space you live and work in. Also have your filing draw ready and clean and tidy for everything that needs to be filed away and have a post it pad and an action tray and your bin ready as well!

Note: If your filing cabinet is out of date, way too full or hasn't been looked at in a long time you might want to pull it all out and put in your in pile of stuff to go through and toss, archive or re-file more appropriately into your new system.

Now don't worry you're not going to go through and action all the things in there right now but just sort it all out. One of the biggest things that hold people back from moving forward with an action or project they are working on is that it can seem overwhelming - too big or too trivial or just too hard to do on top of everything else! They don't ask 'What is the very next thing needed to be done to get this moving?' Answer this and you'll be away!

Step Two - The Rules

While going through your big pile of 'stuff' ask:

- What is this? Is it actionable?
 - If no, either file it or throw it out!
- If yes - Will it take less than 2mins?
 - If yes, do it now!
 - If no, delegate it or defer it right into your Action Tray with a post it note telling you exactly what to do with it. If its date specific then also place a reminder in your calendar.

Step Three - Set up your Diary/Calendar

Enter into your diary or calendar only meetings and things that you 'have to do at that time or on that specific day'. E.g. meeting with Client A at 10-11am on Monday 28th May and Sally's Birthday 4th June (re-occurring yearly!) or Call Client B on Tuesday of next week as you know that's the only day they said they would be available to talk before going on their holiday.

Note: It's best not to completely fill up your calendar with other 'to do' things that don't 'have' to exactly be done on that day, as in today's world it's almost impossible to stick to with urgent and new and unexpected things popping up and then you feel you haven't done all the things you wanted to do and have failed. And worse you might miss something that really had to be done on that day. So keep it clear and instead you can enter 'me time' if you like and that is where you work on your Action Lists (as in step four).

Don't forget to put in people's birthdays, your exercise program, dinner and/or lunch dates. Also, a great way to ensure you keep in balance and looking after yourself is to book in advance 3-6 months of things such as haircuts, dentist check up, your monthly massage, kinesiology, chiropractic, coaching appointments etc. Doing these things also frees your mind of having to remember when your last appointment was and when you might/should be due for one. When it pops up that week you just go - looking after your self no worries!

Step Four - Clearing your head!

Now either in your electronic organizer system (Palm or Outlook Task Function) or little book, create the following Task List or To Do Categories (Folders or separate pages in your book are good)

- CALLS
- EMAILS
- ERRANDS
- @COMPUTER
- @HOME
- PROJECTS
- FUTURE
- WAITING ON

And here is the fun part! Or not so fun part if you have a million things to do! BUT, it will be a fantastic feeling once you have everything off your mind and organized so you have a completely clear head and you're ready for action!

Start listing down ALL and I mean ALL the things you have and want to do in their appropriate category. The reason why this is better than one long TO DO list is that when reviewing what to do next sometimes it's impossible to do some of the things. For example if you're out in your car you just can't write your emails or if you're not near a phone you can't make calls. When looking through your long to do list you will be amazed at how much time is taken just processing if you can or can't or even feel like doing that thing right now.

If it's the end of the day and you're tired and you see you have to work on a presentation for a big meeting coming up perhaps it's best to leave that for the morning at 9am when you're fresh, free calendar and instead of doing nothing and going home with a heavy head and feeling overwhelmed with too much to do, move to some other tasks. E.g. Yes you could definitely make that call to reserve a table at your wife's favourite restaurant, call your mate to organize the weekend sporting activities and/or return three internal emails you received while you were in your meetings to get them out of the way. Just getting these things done will actually give you some energy back and make you feel great and totally organised and in control of your life at the same time! How good would that be you say! And then at 9am tomorrow you know you have no little things hanging over your head but you are free to work on the big stuff!

Explanation of categories:

- **CALLS** - obvious here but make sure you brain storm all the calls you want and need to make, friends you haven't spoken to in ages or important clients or customers you need to get back to. Remember if date specific they don't go here they go on the day you have to make that call.
- **EMAILS** - Here write all the NEW emails you need to write or promised send. All other emails that need REPLYING to can stay in your email inbox for processing (as in Step Five below).
- **ERRANDS** - all the things you need to do while out on the run. Good to review when you feel like getting out even for a quick walk for fresh air and exercise as well as each time you leave to get in your car.
- **@COMPUTER** - here are all your major pieces of work (if you don't work at a computer you might like to label this In Studio / In Office / On Farm etc what ever suits you best or you might need both)
- **@HOME** - here are all the things you need to do at home. If this is one category that you tend to avoid don't worry you don't have to do all these things right away perhaps aim to work on one per week and before you know it you'll be getting everything done at home as well!
- **PROJECTS** - this is a different category and a great one to help you with work/life balance! Here list a title of all the areas of your life that you want to keep working on e.g. Software Implementation / New Business / Finances / Exercise / Family time / Holiday / Home Renovations / Sewing or Hobby / Study / Reading / Charity work etc so you review that each day and at least once a week to make sure you're moving equally forwards on them. You might also like to put a little list of them on your fridge, in your car or bathroom mirror is good so you see them each morning and it acts as a reminder of all the areas you need to work on and keep moving forward. If you're lacking in one or two areas it's easy just to pretend it's not there or think about it. But it's in the back of your head annoying you anyway so you may as well get it out there and start asking 'What is the very next thing I need to do to get that at least moving?!' Then do it - too easy!

- **FUTURE** - here is where you write down all your dreams and things you would like to do in the future. Be as creative as you like because one day when you review it, maybe next month or next year you'll be reminded and excited and be at exactly the right time to start it. Very helpful for creative people who tend to have a million 'ideas' swimming around in their heads!
- **WAITING ON** - Waiting on is a great place to put actions that you are waiting for someone else to do. You may have staff that are 100% reliable whom you know that when you ask them to do something they do it and you never have to worry about it again it's as good as done. If so that's terrific! However you may have others that aren't quite this perfect or if and when they're away and someone is filling in on their job you know what is important that needs to be covered. If you're managing a large group of people who are also very busy with many tasks and responsibilities, to keep your peace of mind here is where you can put things such as 'Billy to confirm big client meeting' 'Jo to re-negotiate telephone system contract'.

Perhaps you want to use this for just major things you want to ensure get done or for your 'own' actions to do next such as 'Waiting on Finance Report from Jeff to add to annual stats presentation due: 31st May' or 'Waiting on Client B to review and reply to our proposal' to keep track of all the proposals you may have out there. A simple way to keep this section up to date is each time you ask or email an action to your staff or client write it in, only takes a few seconds. It is also a bonus because people quickly find out and/or notice that nothing can fall through the gaps without going unnoticed or forgotten by you. Good business practice as well that you don't forget to follow up on something important.

Step Five - Your Email Inbox

Now if you're one of those people who have anywhere from 100-3,000 emails in your inbox it's time to clear it out! As for Step Four here you can create categories for organizing your emails. You might like to create folders for Projects, Vendors, Clients, Staff or keep it very simple with:

- INBOX
- SENT
- TRASH
- EMAILS TO ACTION
- SAVED EMAILS

Follow the Steps in 'Step Two' as above to clean out your inbox.

Step Six - Maintenance

Now this is a VERY IMPORTANT step. Now that you're fully organized, everything you need and want to do in your life is sorted and organized and off your brain you need to maintain your system. If you don't maintain it you won't be able to trust your system and therefore your head will start filling up with things you have to do and remember that may or may not be in your new system...

Tips on maintenance:

- Every time there is a new thing for you to do enter it straight into your system or make a note to put it in your system as soon as you're next in front of it.
- Inbox is for in! Once taken out of 'in' decide right there on the spot what you need to do with it (follow step 2). This goes for new emails that come in also, don't just leave them there decide the next action, delete, save or immediately put into your Emails to Action folder.
- As soon as you have replied to an email delete it or move it from your inbox into your saved emails for reference.
- Review your system DAILY! Your Action Tray and List or Folder from top to bottom, each category and Calendar of the day and the week ahead so you know what's coming up. Remember, if it reminds you of something you need to do what do you do? That's right, write it in your appropriate action category and it's off your mind and ready to do!
- If you find you slip a day or have a particularly busy week, don't worry just quickly spend the time to clean it up and you will feel fantastic again!

WINDOWS of OPPORTUNITY

Another huge benefit about having a personal organization system like this is that you can use it to fill up all those little 'windows of opportunity' that arise each and every day that often go completely wasted if you're not prepared for them. And if you add them all up they can often amount to several hours a week - What was that about not having enough time in the day to do everything you want to do?

So how do you do this? By being prepared! What are windows of opportunity? When you're ready for a meeting and the other person lets you know they will be 5-10mins late (or they are just late) it's not enough time to work on your bigger projects but you sure can quickly go to review your list for an action or two that will take this amount of time.

Also if you catch the train to work and get really frustrated when they are delayed or how long your travel time takes everyday, forget that and view it as the perfect time to read those brochures for your holiday, magazine review of your industry news, get to read more pages of your novel and relax longer before you hit home where you need to cook and do the washing etc.

When you have your tasks and actions right there telling you exactly what you need to do it's just so easy - People will start saying where do you get all the time to do that!

Is It Time You Made A Serious Change In Your Life?

Imagine for a moment that you were no longer stressed or felt like you had a million things to do and not enough time.. How different would you be?

How would you feel if, right now, you had all the time in the world to do everything you wanted and you KNEW EXACTLY what that was?

What kind of person, employee or manager would you be if you stopped to address your areas that may be of weakness and instead applied focused attention to turn them around and to make you the greatest leader you could be?

What should you do about this Right Now?

If after reading going through this guide you recognised there was at least one thing you could improve upon in your work or life we would like to offer you a Complimentary 45minute Life Audit valued at \$297.

**Complimentary 45 Minute
Life Audit
- Valued at \$297**

During this time we will establish exactly what you may be doing that is causing your life issues and holding you back from reaching your full potential in both your personal & work life.

We will give you practical advice on EXACTLY what you need to do so you can start to achieve new results even on the very same day!

Now obviously we cannot make this offer available to everyone otherwise we'd go broke! So this offer is subject to availability. So please respond today to ensure you are locked in for your complimentary Life Audit.

**To schedule your Complimentary 45 Minute Career Analysis simply
click on this link now and complete your details:**

<http://www.reducingexecutivestress.com/request.htm>

We look forward to meeting you and to help you onto your spiritual path and gain inner fulfilment, direction and live with positive purpose and passion!

Regards,



Jacqueline Pigdon

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