

Web Design Imagineers

Get Organised!

Sorting out your business

Clear The Clutter
And Get On With Your Day

Knowledge, careful planning, organised systems and dedication can give any organisation the basics it needs to start out right and strong

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Foreword

Getting organised is one of the best elements to implement within any structured boundary. Positive elements may then be able to surface from the conscious effort of eliminating negatives like getting rid of unhealthy stress, tensions that cause clutter, time robbing habits, and other more complex but coinciding features. Get started today with the tips in this book...

GET ORGANISED!

Clear The Clutter And Get Ahead!

A business publication

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WEB DESIGN IMAGINEERS

Chapter 1:

Organisation Basics

Synopsis

Knowledge, careful planning, organised systems, use of proper tools, continuous care and dedication can give any organisation the basics it needs to start out right and strong. Therefore spending a little time and effort researching some tried and true methods may unfold some surprisingly valuable insights. Going into any endeavour with a haphazard approach can and will cause detrimental effects to its overall progress.

The Basics

Researching how other successful businesses are growing using their chosen marketing strategy, organisational approach and tools can help one decide if those same elements are suitable enough to be followed.

Proper tools should be identified to ensure the message reaches the target audience, while all the time focusing on the achievement levels, should be decided when the business goals are being laid out. Generating the right target prospects being the primary aim followed up with the secondary aim of converting these prospects into first time buyers then making them into repeat customers and finally life time users should all be mapped out before hand.

Though having a wide and infinite target audience is not to be discouraged, concentrating on a niche market at the start up point would be better both in terms of keeping morals high and also keeping with the desire to see some positive results in a shorter time frame. Being proactive is also another good technique to practice as this is definitely better than just sitting about waiting for the sales to come in.

Tracking the interests expressed and following through with the proactive element will generate the necessary revenue from successful sales made.

Chapter 2:

Know Why You Want To Get Organised

Synopsis

For most people being organised equates being in control, making this a very important and sought after element within any business endeavour. Once the reasons for wanting to be organised are clearly outlined the next step would be to find the right and suitable functions that can be implemented to see the process to success.

Understand It

As the essence of being organised begins with the attitude of an individual, the attitude should ideally encompass some positiveness like self-control, confidence, professionalism, and perseverance. Some of the reasons that may convince an individual of the need to be organised include the following:

- The need to responsibly accomplish the goals set within a time frame or an organisation framework.
- To be able to survive and thrive while successfully earning profits.
- To better represent the endeavours assigned and to create in-roads which are respected and held in high regard.
- To ensure the business venture is kept current and relevant.
- To ensure the business grows from strength to strength.

All the above are elements that eventually bring forth other positive outcomes like the increased ability to influence others due to the respect earned.

There is also the evidence of increased productivity through employment of the above recommended steps. A greater sense of confidence and self worth is also derived from the successful exercise of being organised.

Small successes can snowball into even bigger and better results when accomplishments are seen through the implementation of

organisational exercises, thus enabling the individual to reap more and more from continually practicing this good and sound style within the business frame.

Other reason for staying organised would be to be able to face anything that comes along no matter how challenging it may seem to be. Most well organised endeavours can usually weather any storm quite successfully.

Chapter 3:

Set Goals

Synopsis

The art of setting goals may seem easy to some while to others it may constitute a whole different and rather difficult exercise. Perhaps understanding the reasons behind the goal setting exercise will better allow for a smoother process to transcend.

Statistics often show that only a small number of goals set are actually seen to be successfully achieved.

Get On Track

Setting goals should comprehensively involve the individual's focus in pursuing these goals as a daily, ongoing exercise. Learning how to successfully set goals minimises the pitfalls that are likely to occur in the future.

Identifying various roles and listing them in order of importance and values helps to form the guidelines towards successful goal setting. Start by writing a clear and concise statement bearing the overall objective of the goal and its expected results.

Then note down the precise roles in their priority with regarding to achieving the goal, taking into account both professional and personal connective elements.

Keeping each role clear and individually compartmentalised allows for the review and redesign should the need arise in whatever frequency required. Giving each role or step in the quest towards reaching the goal equal importance keeps the individual from becoming too absorbed in any particular area while neglecting others.

Effective goal setting should primarily focus on the end results rather than the activity; however neither should be looked upon with any less importance.

Part of goal setting should include important information such as where the individual wants to be situated within the exercise, how to get to the level desired and when the desired goal has been reached.

All these should be clearly outlined from the very onset of the endeavour to avoid misconceptions and misunderstanding which could negatively affect the challenging exercise.

Unifying effort and energy help to maintain meaning and purpose in life thus allowing the individual to comfortably focus on being proactive in achieving the goal set.

Chapter 4:

Evaluate The Area

Synopsis

Before even embarking on the task of sorting and organising anything, certain evaluations should to be carried out to ensure the whole endeavour does not become overwhelming and the temptation to abandon the exercise tempting.

Have A Look

The reason for the evaluation may range from a simple clean up and clutter free environment to a more specific desired condition both mentally and physically which connect to the actual productivity level affecting one's own existence.

The evaluation aspect of the exercise is important as it play a part in determining the planning process to be adopted in the course of making the necessary adjustments and improvements.

These evaluations can also be effective tools to refine and improve various different yet connective aspects within the individual's daily surroundings.

Some of the areas to consider within the evaluating process include confirming the general outcome expected, establishing the team to handle the exercise, establishing clear objectives, gathering relevant information that will assist in the exercise towards achieving the goal, determine the sampling scheme, design and pilot the overall plot and many other details.

Organising items that are similar in looks, functions or requirements is one way of making its access easier and stress free.

Another point would be to keep items that are in constant use as close to the functional area as possible. This instantly eliminates the need to waste time rushing around bringing the various objects together in one place for use.

Then comes the difficult issue of having to get rid of unwanted items. Being firm about this is a very necessary part of the evaluation process. Listing item in categories like wants, needs & must-haves are all ways of minimising the clutter and making the evaluation process a success.

“Get rid of what you don’t want, to make room for what you do want”

Chapter 5:

Make A Place For Everything

Synopsis

Taking on the task of cleaning up the clutter can be either overwhelming or a breeze. The deciding factor lies in the knowledge of being able to find a place for everything that is both convenient and pleasing to the eye.

This can apply to the office, work space or even the home too!

Put It Away

Going into the project with the right frame of mind also helps, because for most people tackling a task like trying to infuse some semblance of being organised into a thoroughly disorganised scene, can cause them to run for the first exit.

Taking the time to do a little research on various recommendations put forth by experts in the relevant fields, could constitute a rewarding new outlook on things.

Gaining the advantage of embarking into the project of making a place for everything with a little background knowledge, will help the individual assess things from a surprisingly different angle. Things that would seem obvious to the untrained eye may actually be less functional than first thought to be, thus the research beforehand would definitely prove its worth in such situations.

Here are some very practical ways one can use to create a place for everything.

- Draw up a plan, nothing fancy, just practical and simple. The plan should ideally show where every object should be placed. Moving these objects around on paper allows the individual to design a scene that would best suit the needs at hand.
- Simplify the task by concentrating on small areas at a time. Working in small parts keeps the feeling of being overwhelmed at bay.

- Envision the end results and every so often take a step back and see the general scene come together.
- Gathering the right tools before embarking on the task also helps avoid the distraction that can arise from having the temporarily abandon the task in favour of searching for the tools. This distraction can derail the attempts to continue the task at hand.

Chapter 6:

Make Sure To Put Everything Back Where It Belongs

Synopsis

There are positive factors that are derived from this good habit, such being able to find any object simply because it is always kept in the same place as opposed to having to hunt for it which constitutes wasted time and frayed tempers.

Working in an environment where everything has a place also makes the actual exercise much more pleasurable even if the task itself is of a stressful nature. Work can also be carried out in a more efficient and time efficient manner.

Put It Back

Besides the physical positive attributes of learning to turn this into a habit there are also the mental positive aspects which can be equally beneficial. Mental clutter and haphazard placement of items does not help keep stress levels under control. On the contrary, stress levels are likely to change for the worse when things cannot be found or accessed immediately, especially when it is in an emergency situation.

Some simple rules to live by that would help in the quest to put things where they belong are as follows:

- If you take it out.....put it back
- If you open it.....close it
- If you throw it down.....pick it up
- If you take it off.....hang it up
- If you use it.....clean it up

All the above, of course, refers to the placement back to its original location and not to the nearest convenient location which some would conveniently and wrongly perceive it to be.

Wrapping Up

Making it a habit to always put things back where they belong can have very far reaching and positive benefits. For one the area in question will always have some semblance of tidiness and appears to be very clean at first glance.

This in itself is an advantage, especially when drop in guests are a frequent occurrence.

Get organised today and clear the clutter!