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Columnist

Professional Development

A “Simple” Way To Get Organized

This column is mostly for those of you who are right brained and spontaneous and don't like a lot of structure or discipline in your work schedule. If you are disciplined, this can help you become even more so.

So, you're not one of those super organized people who has everything in it's place and you can find anything in an instant. You don't always make the best use of your time. Sometimes it's because you have so much to do and have a hard time prioritizing.

Welcome to the workplace.

I confess, I've never been the disciplined, organized person I'd like to be. I love myself anyway, and don't beat myself up about it. But I do whatever I can to improve my productivity skills when I can find something that helps.

This past Spring, it found me. Through a series of emails, I was led to an eCourse entitled “Simpleology 101” by Mark Joyner. It was free, so I figured there was no harm in trying it.

Joyner's course has helped me more than anything I've tried in the past to plan my work schedule and get more done in a day than I normally did. Here's a little about how it could work for you, too.

The Simpleology 101 eCourse consists of creative on line video and audio recordings. There's a workbook to fill out as you goes along. There are forms to complete daily. It only takes about 15 minutes a day to do each step, preferably in the morning before beginning work.

The first part is motivational and educational, designed to get you in the most productive frame of mind. Then comes the actual step-by-step system of planning exactly what you're going to do each day.

First, you write down everything you have to do on your Morning Brain Dump page. Only the ones you're going to do that day go onto your Daily Targets form, the rest go onto your Mental Lock Box form. There's also a Delegation form and an Observation form designed to get you to observe how you're wasting time and energy and do something about it.

There's goal setting, backwards and forwards, and a specific formula for you to follow each day. The key is getting into the right mindset to get to work with "relentless, focused action!" The idea is to work without interruption until all of your daily targets are completed.

I don't want to go into a lot of detail and tempt you to try this system based only on what I've written here. I encourage you to take Simpleology 101 as it's designed to be done, on the Internet. Go to <http://www.simpleology101.com>, enter your name and email address and begin the program right now.

The course work lasts for 36 days, during which time you begin to form habits that will keep you on target for life.

If you work for a company and have someone who delegates work to you, you may not need S101 (as I call it) at work, although it probably would be good for you. These habits could also help you get better organized at home or with church or other activities.

If you work for yourself, especially from home, then Simpleology 101 can help you more than you might realize. A Solopreneur must have a system for getting tasks accomplished effectively because he or she is responsible for everything about running the business. Overwhelm and feeling guilty about not getting things done are common ailments of the self-employed.

If you decide to take this eCourse, I'd suggest doing it every day until you retire. You may reach a point where you think you don't have to do it anymore, like I did. But take my word for it, if you do that you'll slip back into your old habits and not be as productive. Fortunately, it's easy to get back on the program without having to take the Internet course again, unless you just want to; that couldn't hurt either.

So, here's that URL again. Let me know if you take Simpleology 101 and if it works well for you. Go to <http://www.simpleology101.com>.

Now, get to work and make it fun!

Annette Estes is a Certified Professional Behavioral and Values Analyst, Coach, and Consultant. She is a professional speaker and author of the book, *Why Can't You See it My Way? Resolving Values Conflicts at Work and Home*. Annette won Matrix Awards in 2004-05 from Women in Communications for her columns in *The Easley Progress*. Contact her through her website at www.CoachAnnette.com.

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