3 Week 3 Focus: Getting Organized

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Description

This week's blog post brings us to getting organized. What are the things you want to put in place in order to get moving in the way you want?

As a remote worker there may be need for getting organized and using systems in several areas. Consider:

- Communication
- Files and information
- Financials
- Client files
- Marketing systems

> **"Out of clutter, find simplicity. From discord, find harmony. In the middle of difficulty lies opportunity."**
>
> Albert Einstein

Make a list of the different systems you want to make. Getting organized can involve more than having good systems. It might entail things like:

- » Having a way to file information
- » Having a place for everything – consider the things you are going to need to use on a regular basis. What are the things you will want to reach regularly?
- » A way to keep different projects and pieces of work separate
- » A way to access things offline and online

What's going to help you get organized? Many professionals indicate that organizing approaches can be contingent on your style. So, if you have a preference for visual learning, it may be useful to have open cupboards (or be able to open a door and take a look at what you have). For those that are minimalists, a place to put things away and close off on business may be a preference.

What do you know about your own preferences for how you like to work and see things?

Did You Know?

Here's an alternate vantage point around getting organized and systems. Given the impact of technology it may be easier to "search" than to file. Same thing with getting your inbox to zero. (Although I would personally assert that over a certain number in the 5-figure, search slows down.)

Check out this great article https://www.inc.com/jessica-stillman/how-much-time-should-you-spend-getting-organized-none.html

Need to Know

- » Systems help with consistency which is important when we are part of a team. Systems can help to streamline and standardize communication and customer service, so everyone gets a similar approach whether they contact us in Toronto, or LA, or New York, or Sao Paolo.
- » Systems help us automate. We use less brain power when things are systematized.
- » Systems help us scale. If you need to send out the same information to all stakeholders, is there a better way you can automate that message? What systems are going to help with core activities like – communication, reporting etc.?

To explore this topic further check out:

Section 3 of PlanDoTrack and the early part of this section around systems.

Check out this post from FlexJobs on how to organize your day when working from home. https://www.flexjobs.com/blog/post/how-to-structure-your-day-when-working-from-home/.