



**7 Simple Tips
to Being an
Organized
Entrepreneur!**

Easy to Implement!



SERENITY
organizing solutions



Busy, busy and more busy; is the usual life of a successful entrepreneur.

Being organized will save you time, money and stress.

These 7 Simple Organizing Tips will help you be an Organized Entrepreneur!

Do the tips in order and stay organized for good.

Tip One: Declutter Your Office!

Go through your office item by item and declutter what you no longer need nor use.

Pack up and store old but important documents to free up filing cabinet space.

Only keep working pens, highlighters and markers.

Find a home for everything in your office.



Tip Two: Separate Filing Systems

Have your personal and business files separate.

When labelling files use names that make sense to you, this way you will always know where to look for something.

Use different coloured files to separate projects/clients/subjects etc. This will make finding what you need easier.

Tip Three: Have 3 tray System.

Use one tray for Action items, second for To File and the last is To Shred.

Book 2 times a week, one hour each, to go through trays and do what needs to be done.

I suggest Tuesday and Friday Mornings.



Tip Four: Plan Your Week!

Every Monday morning schedule in your week.

Use TIME: To Do List. Itemize list (prioritize to do list), Measure how long will take to do each task, and finally Execute on a Daily Basis. (Schedule it into your work week.)

Knowing how long a task is and how important it is to you you can schedule the task in your planner.

Tip Five: Stick to Systems that Work for you.

With today's technology we are always seeking out the latest and greatest time management tool.

If you have a system that works for you do not reinvent the wheel, stick with it. The time it takes to upload, learn and implement new software is usually not worth it unless it is a crucial update to an already existing program. Just something to keep in mind, if it isn't broken don't try to fix it.



Tip Six: House Rule.

If you work from home make it the house rule if your office door is shut it means do not disturb.

This rule can be broken if there is an emergency of course. Respect your work hours and have your family on the same page.

Less distractions

Tip Seven: Email, Social Media & Other Distractions.

Check your email twice a day and give yourself 45 minutes each time to respond to them. This will keep you from distraction from the task at hand. Make sure to NOT open windows on your computer for Facebook, LinkedIn or Youtube; make this time separate from work time and you can use it as a reward system: 10 minutes of social media for 2 hours of work



Bonus Tip: End of Day

Take 10 minutes at the end of your day to put everything back to where it belongs.

Leave a clear desk top to start on the next day, nothing better than starting fresh in the morning.

Use your 3 trays to divide up what you are working on and put items back into drawers, on shelves and to other rooms.