

ORGANIZATION

GETTING IT ALL TOGETHER

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LEADERSHIP

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Who doesn't want to have it ALL together? A place for everything, and everything in its place? Projects getting completed the right way the first time, and on time?

Yeah, right!

The challenge for many of us is we want to enjoy the benefits of a high-productive lifestyle without actually doing the work necessary to be more productive. And among those chief skills you must master is ORGANIZATION – The Art of Getting It All Together.

By definition, to organize means to arrange, structure, or order. Organizing is also making arrangements or preparations for an event or activity or coordinating people and resources in advance of an event or activity. It is a reasonable, businesslike approach to living life in a more structured, purposeful way.

Disorganization is easy. Anybody can do it, and almost everyone is disorganized to some degree, at least at certain times in their lives. The problem for most people is they have settled in their thinking it is okay to live disorganized, unstructured lives that don't lend themselves to high productivity and the success that follows.

Highly productive people, Black Belt Leaders in Life, take a different approach. They understand they have been put on earth on purpose, for a purpose, and have a passion to be purposeful in the way they live their lives, allowing them to make more of an impact in the lives of others. As such, they are intentional about living life in a more structured, purposeful way.

They also understand that to get more done, in less time, and with less effort, they have to be organized both in their approach to a given task or goal, as well as in their execution. Success doesn't happen by happenstance. Success is the result of unspectacular preparation that leads to a spectacular performance – and being organized is essential for that to happen.

So what do highly productive people do that the vast majority of people don't?

That's what this report is all about.

In my report, [Productivity Hacks](#), I highlight seven action tips to get more done. This report adds ten additional productivity hacks specifically focused on helping you get more organized in your thinking, your preparation, and your execution. This can allow you to get more done in less time, and produce a higher quality outcome, that highly successful people are known for.

Ready? Let's get started.

10 ORGANIZATIONAL TIPS OF HIGHLY PRODUCTIVE PEOPLE

Break Tasks Down Into Intermittent Goals



I'm sure you've been asked the rhetorical question, how do you eat a wild elephant? The answer is one bite at a time. How do you eat a tame elephant? Tame way.

One of the first steps you can take to being more organized is in the preparation process. Start with the end of mind and work your way backward, breaking the journey to the finish line into intermittent goals or objectives.

By breaking down the steps to success, you can better identify the resources necessary to achieve this goal and plan accordingly. It also lets you eliminate what doesn't serve you in accomplishing this goal or objective, removing distractions so you can remain more focused.

The productivity hack is to start with small, attainable goals, breaking a major goal or objective into bite-sized chunks. Just like eating the proverbial elephant. This not only allows you to focus, but it also eliminates feelings of stress and anxiety and lets you celebrate little WINS all along the way. Each little win gets you closer to the ultimate goal of completing the project.

Hold Yourself Accountable

Once you've bite-sized your tasks, you know what has to be done, and when. This is where accountability steps in. Whether you're doing everything yourself or assigning parts of a project to other team members, holding each other to the process is the key to getting things done.



Accountability is not only being responsible to the deadline for completion, but also for the quality of the work being done so that everyone involved is focusing on quality, not just quantity. This also creates the framework for celebrating the WINS along the way and helps you measure your progress individually and as a team.

Personal accountability is also important, as high productivity people understand making good health, wealth, and relationship choices are vital to your success, both short-term and long-term. Without consequences, it is easy to slack off and coast. This is how productivity wanes. High-performance people solicit the help of an accountability partner to hold their feet to fire and make sure things get done the right way the first time, and on time.

Celebrate Your WINS



Celebrating your WINS, even the little ones, is a great way to stay motivated as you track your progress toward meeting your goals and objectives. When you achieve one of your bite-sized goals, give yourself (or those on your team) a reward. It doesn't have to be big or expensive, but celebrating your successes helps keep you motivated and energized.

Even if it is nothing more than a bag of cookies, a shared round of coffee, treating the team to lunch, or a celebratory high-five and a cheer, doing something to acknowledge the completion of a task or a deadline is powerful. Not only does it honor those involved, it stimulates the release of "feel good" endorphins in the brain that keep you excited, engaged, and ready to take on the next leg of the journey.

Time-Block Your Day

We've already talked about bite-sizing your projects into smaller tasks and the importance of utilizing focused short-burst periods of productivity to get more done in less time. One of the best ways to stay on top of your "To-Do" list is to time-block your day. Schedule them in specific time blocks, based on how much time needed to accomplish each task.

For example, if you schedule your day in 1-1/2 hour focused productivity blocks, you can get four good sessions a day done. Add in a 15-minute "recharge" buffer between each 90-minute focused productivity session and a one-hour lunch, and you'll create the framework for a more productive day.



You can use the 15-minute buffers to give your brain a break, stretch and recharge. You can also use one or two of those buffer sessions to check your email and return phone calls so you're not being distracted during your times of focused attention. Use a timer, or an alarm clock, to keep you on task, and you'll find yourself getting more done with fewer interruptions.

The same principle works at home as well. It's a great way to balance work and home life, and one of the ways high productivity people manage competing demands on their time. Time blocking is also a powerful accountability tool for yourself, your coworkers, and your family to help keep you in balance so you can be there for all the important people in your personal and professional life.

Use a Planner or Vision Board

Productivity tools abound in today's digital world. They are great for helping your time-block your day, scheduling and assigning tasks and responsibilities, and for mutual accountability. But even old-school calendar planners or the wall-sized calendars you can write on with a dry-erase marker can work. A productivity tool simply acts as a visual reminder of what needs to be done, by whom, and when.



If you work with the public, a client management system (CRM) can help you manage your calendar, communications, tasks, To-Do's, appointments, and more. Digital calendar services can provide your clients with access to your calendar, allowing them to book time directly with you, based on your scheduled availability.

Some high-productivity people hire a virtual assistant to help them manage their planner, as well as handle many of the administrative functions that are not the best use of their time.

A vision board can be a valuable productivity tool that keeps your WHY in front of you and those on your team. It's a constant reminder of WHY you do what you do, and who you're doing it FOR, allowing you to stay focused on the real reason you do what you do. Having your WHY in front of you provides great clarity and speaks to the audience you serve and why they are important.

De-Clutter Your Life

Isn't it amazing how our homes and offices become junk collectors? We hold on to clothes that are out of style or no longer fit. Trinkets, souvenirs, and mementos from trips clutter our offices. What we don't realize is that when our space is cluttered, it sends a subconscious message to our brain telling it that clutter is acceptable, it's okay. As a result, our thinking becomes cluttered, distracted, unfocused, and productivity wanes.

With many people working virtually today, keeping the clutter out of our work area, especially if it is a shared area in your home, is problematic. Yet the more stuff you have in your way, the less productive you will be and the more stress and anxiety you will experience in your life. It's a recipe for an unproductive, unsuccessful life.



So take a weekend and clean out all the junk in your house. If you haven't used it in the past twelve months, do you really need it anyway?

Create Measurable Goals

Far too many people overestimate what they can get done in a year and underestimate what they can get done in a week or a month. High productivity people don't just look at annual benchmarks for progress, they break their productivity goals down into quarterly, monthly, weekly, and even daily goals.



Remember, what gets measured not only gets done, it gets improved upon. Don't wait until the end of the year to look back at what you could have done better. When you have measurable and achievable goals for each quarter, each month, each week, and each day you can make adjustments more easily and efficiently. This allows you to make the necessary tweaks in real-time to uplevel your results and your overall success

More frequent measurable goals also help with accountability and provide the benchmarks you and those on your team need to celebrate the WINS as you achieve them.

Get Good at Saying “NO”

High productivity people guard their time. One of the biggest obstacles to getting more things done in less time is getting distracted. People procrastinate. They put things off until the last minute, and then they often turn to highly productive, highly successful people who they know can help them out. Other people's tardiness in reaching out to you for help doesn't necessarily constitute an emergency that takes you away from what you've already scheduled to do.

It's easy to allow a hundred things that can come up during the day to distract you from the mission-critical, most important things you have committed to do to achieve your daily and weekly goals. A recent study found most people look at their smartphones over 2,000 times a day, and spend an average of 2 hours and 24 minutes a day on social media. Add to that taking unscheduled calls and checking and replying to email and text messages throughout the day, and it is no wonder things don't get done.



High productivity people put themselves first and have learned to say NO. Distractions, whether positive or negative, can throw you off of your schedule. This can make you feel disorganized and anxious. You can't be the master of your craft if you're constantly distracted, engaged in bus work that isn't moving you toward your goals. It's okay to say NO and you don't have to feel guilty or intimidated to say so. People are counting on you, so stay focused. Stay productive.

Start Your Day Earlier

It is amazing how much more you can get done by simply starting your day 15-30 minutes, or even an hour earlier than you normally do. Rising earlier gives you time to get mentally, physically, and emotionally ready for the day ahead and provides you with time to read, reflect, prioritize your day, and set your intentions for success.

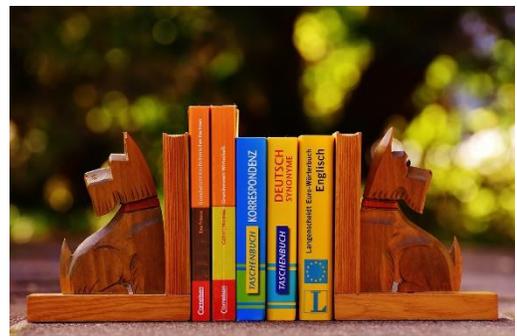


Many high productivity people start their day with personal growth, reading something inspirational, educational, then heading to the gym for a 20-30 minute workout to keep the body in shape. This not only improves the quality of their thinking but also charges the mind with feel-good endorphins that boost your focus and mood.

High productivity people understand the connection between physical, mental, and emotional health. They rise a bit earlier to exercise the body and the mind and then take a few moments to meditate or pray to focus within. This also gives them the time to eat a healthy breakfast to feed the mind and body, giving it the fuel it needs after a good night's sleep to start the day refreshed, recharged, and replenished.

Bookend Your Day

Successful people have an early morning routine, which we just discussed. They also have an end-of-day routine where they again focus on personal growth. They take a few minutes to read, and then they reflect on their day, often journaling their wins and their losses, and what they learned from each. Lastly, they start mentally preparing for tomorrow. They review what needs to be done, based on the daily and weekly goals set and begin the process of prioritizing their day accordingly.



This allows their subconscious, which never sleeps, to think on these things all night long.

They will also set out their clothes and get organized for the next day's activities before they go to bed, again allowing their subconscious to be focused on productivity tasks that are intended to get more done in less time rather than fretting on your morning get-ready routine. This sets the stage for a less stressful start to your day and a mind that is fully engaged for success.

So there you have it. Ten organization tips to help you be more productive and get more done in less time by getting it all together. This is a skill set that can be learned, and continually improved upon, allowing you to constantly being more productive, and more successful.