



Quick Tips to Help You Get Organized in 2016

Start off 2016 by getting organized. Many people find that task daunting. Here are a few quick tips to get you started without getting overwhelmed.

You are your most important tool.

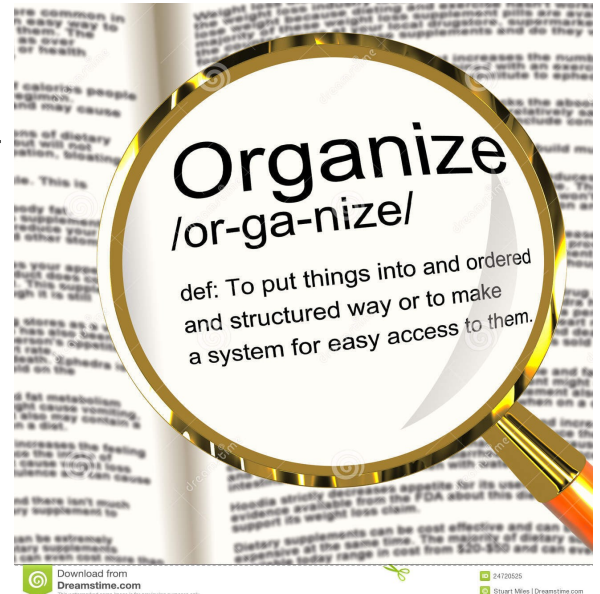
If you want to be more organized about your home and work life, you'll need to take care of your most fundamental tools first—your mind and body. This may seem incredibly obvious, but most of us forget that we need to stay well rested, fed, hydrated, and active. Remember to eat well (not junk from the vending machine), get enough rest, and exercise, even if its just ten minutes every few days.

Automate.

Simplify your life. If you can set up an automatic payment on your credit card or other bills, take the time to do that at the start of the year. Not having to worry about paying your bills on time or missing payments eliminates unnecessary stress in your life. Automate what you can and focus your energy on the things requiring attention.

Break goals into small steps on your calendar.

When you set specific goals, write the steps you need to take to accomplish them into your calendar. Create a month-at-a-glance calendar that allows you to roughly plan your priorities four weeks in advance so that you can be more strategic about accepting or turning down opportunities that come up last minute.



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