



# Organization Builds Your Reputation and Reduces Your Stress

By Dr. Linda Hancock

## ABOUT THE AUTHOR

Dr. Hancock has written a regular weekly column entitled “All Psyched Up” for newspapers in two Canadian provinces for more than a dozen years. Over the years, her readers and clients have said that they have benefited from her common-sense solutions, wisdom, and sense of humour. Dr. Linda Hancock, the author of “Life is An Adventure...every step of the way” and “Open for Business Success” is a Registered Psychologist who has a private practice in Medicine Hat. She can be reached at 403-529-6877 or through email [office@drlindahancock.com](mailto:office@drlindahancock.com)

## Published

January 10th, 2011

One of the most important things that you can do to build your business and reduce your stress is to get organized. This begins at the very start of the day and ends as you crawl into bed at night.

Be on time - It is just as easy to be five minutes early than to be five minutes late. You might need to set your clock to allow for this or just force yourself to avoid things that would distract you from getting to where you need to be.

Having your clothing and living quarters in order will save you considerable time. I do not put things in my closet unless they fit, are clean and in good repair. That means that when I open the door to dress in the morning, I can take any item with confidence, knowing that I will only need to dress once and will look professional. I also keep an organized bathroom with makeup items within reach. I jokingly tell others that if you asked me to paint your bedroom, I would be ready within 17 minutes. If George Clooney asked me out for dinner, I could be ready in 17 minutes.

Make sure that your vehicle has a full tank of gas before you really need it. My father used to say that it is better to drive on the top half of the tank than the bottom half of the tank. Do your maintenance and you will find that the vehicle runs better and longer with fewer break downs.

Don't leave the office at night unless everything is in place. You can waste a lot of time looking for things when that isn't necessary. When I was in my high school Home EC class our teacher constantly repeated "Have a place for everything and keep everything in its place". You see, being lazy wastes time in the long run.

It usually takes time to set up a system at the beginning but very little time to maintain it once it is in place.

Consider the things that slow you down or waste your time. Is there a better way to handle these annoyances? Of course, there is. You just must figure out a way that you can organize these things so that they disappear as problem areas in the future.

Imagine what would happen if you were hospitalized for emergency surgery and later found out that the surgeon wasted time looking for the proper instruments to perform the surgery. You won't have much respect, would you? Well, perhaps others are viewing you in the same way.

It's time to be honest with yourself and take the steps to improve your situation and reduce your stress.

By the way, do you want to learn more about increasing your business profits fast?