



# The Next Level of Performance, LLC

## How Organized Are You?

As I mentioned in last month's newsletter, my wife and I are on our journey to become better organized. I can tell you it is not an easy process or journey to take and there are a lot of bumps, curves, and hazards along the way. Is it worth it? There are several days when I enter the office and need to accomplish other tasks and I know my time is short; however, this is a journey we are committed to and plan to follow through to the end. It's a lot of work to get organized, but with the help of our professional organizer I am not tackling this momentous challenge on my own.

I would like to share with you the assessment that we completed. A common saying is that "the truth hurts," and on this occasion we did not like the truthfulness of our answers, but we know that when we reach our final destination of being organized, it will be so worth the trouble. Take a few minutes and answer the questions listed below.

### **For Your Business (if you have one)**

1. Are you running a successful business but your office needs an over-haul to be more efficient?
2. Are you feeling overwhelmed by all the "stuff" that needs to be organized and long for an attractive, well-organized office?
3. Do you have a filing system in your office or home?
4. Do you use other rooms as a "spare" office?
5. Do you spend a lot of time every day trying to find missing documents, papers, etc? (Do you know that over a one-year period, just 20 minutes a day adds up to 3 weeks of wasted time?)
6. Do you have a system to determine when documents should be destroyed?
7. Do you begin projects but never complete them?
8. What help do you get from others regarding the disorganization in your office?
9. How often do you try to unclutter your office?
10. How often do you actually have this space cleaned? And then what happens?
11. How do you want things to change?
12. Do you think disorganization brings on adverse health conditions?

## **For Your Personal Life Matters**

1. Do you and your spouse/significant other (if you have one) have will(s) done? If so, do you both of you (or if you are single, does a friend or family member) know where to find them?
2. Do you have insurance policies? If so, do both of you (or if you are single, does a friend or family member) know the policy numbers, who they are through, where they can find them?
3. If you have children, do you have Power of Attorney statements done in case something should happen to both parents or if you leave your children in the care of someone else?
4. Do you have a list of your financial accounts, investments, etc., who they are with, contact information?
5. If you answered yes to any of the above, are the items in a secure location? If so, can someone other than your spouse (family member or friend) be able to find them in the case of an emergency?

So, how did you do? Did you have more “Yes” responses than “No” responses? On a scale from 1 – 10, with “1 – Not Organized” and “10 – Organized,” what would you rate the “organization” of your business office, your home office, or your personal life matters? When you sit down and take a look at the assessment, it really does make you realize that maybe you aren’t as organized as you think you are. As I stated in my September 2008 Newsletter, “If you have what it takes to be neat, then you have what it takes to be organized.” Next month’s newsletter will cover “Spring Cleaning Using The ‘A’ List for Organization.”

For more information on organizing, please contact Michelle at [michelle@nextleveloforganization.com](mailto:michelle@nextleveloforganization.com) or [www.nextleveloforganization.com](http://www.nextleveloforganization.com).

For more information, please contact us at [contact@coachthenextlevel.com](mailto:contact@coachthenextlevel.com) or [www.coachthenextlevel.com](http://www.coachthenextlevel.com).