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***Power Choices©
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Power Choice – Organize

Definition of organize (According to ***Webster***)

1. To put together into an orderly, functional, structured whole.
2. To arrange in a coherent form; systematize
3. To arrange in a desired pattern or structure:
4. To arrange systematically for harmonious or united action

Why is being Organized important in your life or work?

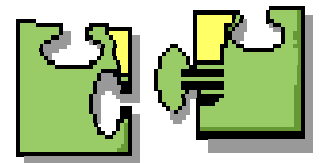
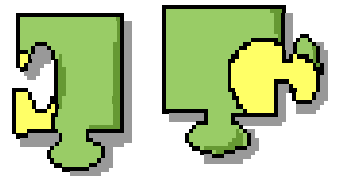
Choosing to be organized affords us the opportunity to be more focused, productive, calm and ultimately more successful. Often times when we think about being organized, we attribute organization to having a clutter free desk, an organized closet or supplies and tools exactly where we want them to be at any given time. However, we would like to suggest to being organized so much more. Being organized takes planning and focus, especially if you want to achieve big goals, big dreams and live big lives. Interested?

How can we Organize our lives?

It's easy as 1, 2 3.

1. **ASK** yourself what is important. Do the goals and actions that you engage in everyday (or don't engage in) get you closer to the life you want to live?
2. **CREATE** and write goals down. Are your goals written? It has been proven that people who write their goals are 97% more likely to accomplish those goals
3. **EVALUTE** your results and make adjustments. At the end of the day, the week, the month, the quarterly, the year..., have you achieved what you set out to accomplish? If not, are you willing to **re-organize** your thoughts, attitudes and behaviors to help you systematically move forward in all aspects of your life?

**“However well
organized the
foundations of life
may be, life must
always be full of
risks”**
Havelock Ellis



**“Organize your life
around your dreams -
and watch them
come true.”**
Anonymous



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Organization is not an option. It is a fundamental survival skill and distinct competitive advantage.

Pam M. Woods

***Cut Yourself Some Slack
- Is Being Disorganized
Really so Bad?***

Laura Novakowski

Frantic, frenetic and frazzled, or strategic, systematic and successful, which are you?

"Get organized!" "Master your time!" These phrases are running around in our heads like gerbils. We think we must be doing something wrong because we never seem to have enough time. We never seem to accomplish as much as other people. *Since when did our level of **organization** become a competition?*

I know lots of people, people who accomplish more in an hour masterfully, than I can do in a week. I also know other people who take a week to accomplish something that others can complete in an hour and do it beautifully. The reason they are successful, in my opinion, they know themselves extraordinarily well. They are comfortable with their pace, their style, their assets and their liabilities and they are willing to allow for a learning curve – once this happens – life becomes whole lot more fun.

There once was a woman who was phenomenally successful. She is in the top of her industry and starting a new second business. The new business was remarkably different, yet equally energizing for this woman but it was taking some time to get up and running. She started to question her capabilities – why was it that she felt **disorganized**. After all her previous business, she had methodically mastered. People were actually suggesting that she was biting off more than she could chew. *Why was she struggling now?*

She started to second guess herself and believe that she should be further ahead. She interviewed numerous people who gave her suggestions that they thought would work. After all they worked for them. She struggled and struggled. Then one day, she thought, "*Wait a minute. I need to give myself a break and permission to feel overwhelmed and **disorganized**. I'm in a learning mode and I need to cut myself some slack.*"

The rest of the story... She is currently building a second successful business and having the time of her life.

What about you? Are you moving on, moving up or moving out. We are all pretty much doing one of these 3 things, which ever phase you're in right now. Make a choice to appreciate that we are constantly changing, constantly evolving, constantly learning. Our pace will change and our organization skills and styles will change. Cut yourself some slack and allow yourself to enjoy being **disorganized**. **It's really not so bad.**



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Organize Your Thoughts

Leanne Hoagland-Smith, M.S.

Wisdom is organized life.

Immanuel Kant

Mention the word **organize** and you may receive either smiles or frowns. For being **organized** is viewed as many as a skill, that has been received through osmosis instead of being a learned skill.

To become **organized** starts within each individual's belief system. From those beliefs, attitudes (habits of thought) evolve. When additional self-leadership skills along with new knowledge are developed coupled with my and measurable written goals, even the most **disorganized** individual can change her or his behaviors.

So what are your beliefs about being **organized**? Have you had any of these thoughts?

- Even though my work area is a mess, I can find anything.
- I will get organized later when I have some free time.
- I work well under pressure.

All of these thoughts are limiting your performance to be the very best that you can be. Even if you are well **organized**, you can improve and raise your results to that next level.

When individuals succumb to the limiting beliefs that have been created by their behaviors, the race for success is potentially over before it even began. The question is how does one change those "records" in the brain that continue to play those same old songs?

Here are three suggestions. First, write a goal related to improving your state of being **disorganized**. Whether that goal is to clean out a closet, tackle that mound of filing, enter all those business cards into the management contact system, take the time to not only write the goal, but to determine why you should take action. When you emotionalize the goal, all of the pluses along with all the minuses for realizing or not realizing goal attainment, you are building internal motivation to actually achieve the goal.

Second, create and put to paper some positive belief or positive affirmation statements. Read these statements at least 3 times each day.

Finally, continue the awareness of those thoughts in your head. When you start hearing yourself say, "I work well under pressure," change those thoughts. For if you truly worked well under pressure, imagine how much better you would work pressure free? When you begin to change your words, you will begin to change your results and gain new wisdom allowing you to have a better life.



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Organization

Stephen Sisselman

Question for the Month: What nourishment do you need to make your organization successful?

Organizations are a huge aspect of the culture of the world. Governments and business are great examples of **organizations**. It boils down to a need for a system of rules and definitions that allow multiple parts, people, and machinery to work together to create functional success. To achieve this functional success **organizations** have standards, mission statements and lists of values that help shape the actions of its members driving them to meet it's needs.

As they are made of human beings, **organizations** are living breathing entities that require nourishment. The question becomes, what nourishment does the **organization** need to continue its success? People need to feel valued, no matter what an **organization's** goal is. Therefore providing value to organizational members is one of the most nourishing ways to feed success.

Value can be provided at very little cost. It is the one thing that every person can provide for each other that literally can cost an **organization** "zero" dollars but provide a million dollar profit. Here is a list of ways to add value to organizational members, feeding their success and that of the **organization**:

1. Listen

Listening doesn't just mean sitting and hearing someone speak, it means recognizing their expressions and demeanor as they portray to you their feelings.

2. Compliment

Saying thank you on a daily basis and congratulating a job well done can go a long way.

3. Humor

Life within an **organization** can be stressful. Meetings get called to discuss topics that some have very passionate feelings on that don't always agree. Adding humor can break the ice creating an atmosphere of mutual understanding and respect that will open the door for positive communication.

Work to add value to your **organization** this month by adding value to the people you work with. You may just find out you walk away feeling more successful than you have in a long time!

Make everyday a day to remember!
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Special Section Laura and Leanne

From Sixty Second to Success by Edward W. Smith...

"Make room for the new you. You may not have totally determined who the new you is going to be, but you probably have decided that there are some things about the current you, that you want to change. Well while you are working on what the new you will be, start 'cleaning out a room' for the new you to live in. Get rid of the junk in your life both physical and mental that doesn't fit you anymore. Take things out of your schedule that are taking your time away from finding out what you want to do. By making room for the new you, you will create a vacuum that the new you will rush in to fill and you will be on your way to the top."

Are you willing to "make room for the new you?" If you are consider the following:

Consider that "life happens while you're making other plans."

Jobs and roles change, however, you are able to make transitions with grace and elegance.

Consider that you are unique. People will want you to do things their way. Forgetting all too often that your style is what attracted you to them to in the first place.

Consider that there will be a learning curve. The Summer Olympics just passed and many are moving on to master new skills, new endeavors, new world records. Yesterday's gold medalist may be a new college student, new employee, newly married, new...

Consider life is an adventure and you are up to the challenges. We believe that you are we wish you well!

Keep these considerations in mind as you move forward with your Power Choice – to Organize!

More Organize Quotes

"If you want to catch fish, and really enjoy the sport, you will maintain your lures and line in some organized fashion. The best at it will always have their tackle ready."

David Allen

"Once you have a clear picture of your priorities- that is values, goals, and high leverage activities- organize around them."

-- Stephen Covey

"It's hard to be fully creative without structure and constraint. Try to paint without a canvas. Creativity and freedom are two sides of the same coin. I like the best of both worlds. Want freedom? Get organized. Want to get organized? Get creative."

David Allen



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