

Getting Organized – Your Home Office

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This short tutorial is an extract of my ebook

Affiliate Marketing S.O.S.

**Your Step-by-Step Blueprint
From Confusion And Frustration
To Success And \$\$\$!**

There are no two ways about it: Your home office will be a more productive and inviting place to work when it is organized and clutter-free. You can only have a clear mind, make clear decisions and focus on what needs doing in an organized space.

Files are critical to an organized office. Effective file management and organization creates a home for the files – and peace of mind for you. Try to get your office into a place where you know where everything is, and you can access everything when you want it. Get rid of any clutter you don't need. Have a spring clean!

Finally, I can talk about a little system my dad has developed that has helped me tremendously to stay focused and on track with my projects. It is a very simple, yet effective, way of organizing your home office and the tasks you have to do, or any other physical mail and bills that come through your door every day.

What you have to do is very simple:

1. Create a suspension file for each day of the week (except Saturday and Sunday, unless you want to work on those days as well).
2. Create one suspension file "Next Week"
3. Create one suspension file "Next Month"

(If you don't have a filing cabinet, get some paper pouches and label them the same way). It is important that you have some "storage" device for each day/next week/next month.

Into the Monday to Friday folders now put any notes/ bills/ dates/ doctor appointments etc., basically anything you have to do on the particular day, **for the week you are in right now.**

In the "Next Week" folder put every note/ bill/ appointment etc. that **will come up in the following weeks, if it is still in the same month.** Let's say, it's Tuesday, the 14th October. I am getting a bill in my mail with a due date Wednesday the 29th October. I would not put it in my Wednesday folder, as I don't want to come across it the next day (it is not due yet, remember?), but I would put it in my "Next Week" folder. I wouldn't put it in my "Next Month" folder either, because by the time I sort through my "Next Month" folder (on the last day of this month), the due date would be past!

Or, let's say I am getting a note from school in October, telling me that my son will have an excursion on December 11, I would put it in the "Next Month" folder.

I hope you understand what I am trying to say. It's not that easy to talk about it, even though the system is very simple.

I have created a basic worksheet for you for every day of the week, of course feel free to add to it over time.

For your business the best thing to do is to create a set of **daily worksheets** (labeled Monday to Friday), and put the daily tasks on them that you have to (or want to) complete. Things like "write new blog post for xxx blog" on the Tuesday sheet, and every Tuesday you would come across it and know that's one thing you have to do today. Or "commenting on other blogs to generate traffic - ½ hour today" could appear on Thursday, for example. So every Thursday that would be one of your tasks to do. - Put the daily task sheets into their respective folders. An easy way to stay on track!

This is the way this system works:

Let's say today is Monday (start of the working week).

- You go to your Monday folder/pouch and work on what is in it for this day.
- If there is anything you can't get done, you have the choice
 - put a note into the folder for the next day (Tuesday), so it will get done the next day, or
 - you leave it in the folder, so you will come across it the following Monday again, or
 - put it in the "next week" folder.

This decision is up to you, and depends on the due dates of some documents, or their urgency. I suggest you always work on the important tasks first (tasks with a deadline or due date that day), so you get them done. And then move on to the other tasks you have in your Monday folder.

On Tuesday, Wednesday, Thursday and Friday

- ...you do the same as on Monday! Very simple.

At the end of every week (I do this on Saturday or Sunday)

- you have to go through "Next Week"s folder, and assign each paper/note etc. you have in that folder to its corresponding day in the following week, or if it won't come up yet in the following week, just leave it in "Next Week"s folder, and you will come across it again at the end of the week. So on the weekend you "refill" your Monday to Friday folders. And you will start with an updated "Monday" folder again on Monday.
- This way, what happens too is that you get reminded each week about things that will still come up in the following weeks.

At the end of every month (I always do it on the second last or the last day of the month)

- you have to go through "Next Month"s folder, and assign each paper/note etc. you have in that folder to
 - either a Monday to Friday folder (if it will come up the coming week), or
 - the "Next Week" folder, or
 - you leave it in the "Next Month" folder if it doesn't come up next month yet!

So every end of the month you "refill" your "Monday" to "Friday" and your "Next Week" folders. And you will start with an updated "Monday" folder again on Monday. And you will have updated your "Next Week" folder, too.

And that's it! That should help you to stay on track with all your tasks, notes, bills and everything else!

I personally have bought myself a daily journal in which I enter all my dates and appointments, as well. Because I also like to see what's coming up over the next few days/weeks.

So please implement this system, and you will soon see how it frees up valuable time for yourself, and especially frees up your head space, too, as you **know** you don't have to remember everything, so you can concentrate freely on the things that matter in building your business!

I hope you have enjoyed this short tutorial and I have helped you to get organized and focused.

I wish you all the success in the world.



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