

Week 25 - Organized

Day 1

Organized - Definition

To keep track of details by systematic planning.

Organized - Quote

“Order is the sanity of the mind, the health of the body, the peace of the city, the security of the state. Like beams in a house or bones to a body, so is order to all things.” Robert Southey

Demonstration:

For each day of the week, give yourself either “+” if you demonstrate this quality or “-” if you do not.

M_____ T_____ W_____ Th_____ F_____ Sa_____ Su_____

My Goals for the Week:

+	

What determines if you are organized?

Ben Franklin said that for every minute spent organizing an hour is earned. What does this mean to you?

Week 25 - Organized Day 2

\$35,000

In the 1950's a man was asked to give a suggestion to improve work performance for his company. The man was later paid \$35,000 for his suggestion. In today's economy, that would be equivalent to \$337,613 which obviously meant the suggestion had worked. His simple suggestion was for every employee to write down six objectives or goals that they were going to accomplish at work that day. The workers went from being time oriented to being goal oriented. They were there to get something done. They had six "whys" in their day.

How do you become result oriented rather than time oriented?

A study showed that people with a goals program earned \$7,000 a month. Those without a goals program earned \$3,000. Why?

Week 25 – Organized Day 3

How To Be Organized

If someone deposited \$86,400 into your checking account today and the only rule was that whatever you did not spend, you would lose, you would be spending every penny. Every person on this earth has 86,400 seconds today and every day of his/her life. The only aspect of life that I am aware of where every person is on equal footing is the amount of time we all get each day. It doesn't matter where you live or your status in life; you have 24 hours in a day – 60 minutes an hour. People who use their time wisely always seem to have time to do what they want. People who do not organize their time always seem to be trying to catch up; they never seem to have enough time.

Organizing your time is simply a matter of planning. If you will take time on Monday to write down the following, your week will be organized.

1. The known elements of your coming week. Write down and block out the time you will be in school or work.
2. Write down all appointments and activities you have scheduled.
3. Write down all tests and assignment you have due this week and then schedule the time to get them done without cramming.
4. Write down when to go to bed, when and what to do with your free time.
5. Schedule some time for important things such as family, faith and friends instead of using all your time for the “urgent” things.

Once you map out what it is you want to do and then plug it into your time schedule, psychologists say that 50% of your work is done. In your mind you start working and keeping up with your schedule. If you have no schedule or direction, time is like a wind blowing you in every direction.

Failing to plan means planning to fail. Why?

How much time does it take to be organized and is it worth the time?

Week 25 – Organized Day 4

Daily Time Schedule

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-1:00							
1:00-2:00							
2:00-3:00							
3:00-4:00							
4:00-5:00							
5:00-6:00							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							

How difficult is this for you?

What do you need to work on in order to make this work?

Week 25-Organized

Day 5

Evaluate Your Week

We've been focused on "Organized" this week, how did you do? For every goal not met, explain what happened and what you can do differently next week to have success.

If you completed goals, what did you learn?

Write down in complete sentences, something that you learned about "Organized" this week.

Of the three stories, "\$35,000", "How to be Organized", "Daily Time Schedule", which had the greatest impact on you? Why?

Demonstration:

For each day of the week, give yourself either "+" if you demonstrated this quality or "-" if you did not.

M_____ T_____ W_____ Th_____ F_____ Sa_____ Su_____