



## Are You Organized to Thrive?

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**The economy** is on everyone's mind and frustration is growing as confidence shrinks. One characteristic that sets organized people apart is they actively seek and implement options.

**Identifying your options is essential.** No matter what happens, freedom of choice is always an option. Here are some choices everyone can make:

- To be determined to sustain a positive mindset and focus on your desires rather than your doubts.
- To surround yourself with positive people who support your efforts
- To express gratitude for the blessings in your life
- To ask boldly for what you want and believe you deserve it
- To hunt for opportunities to shape your future: Are there new skills I can learn? What cost-saving measures can I find for my employer or my household? What products or services can I offer that

address peoples' most pressing needs? What systems do I need to have in place to move forward? What habits do I need to change and how will I change them?

### ***What organizational tactics help you to thrive?***

#### ***At work:***

- Focusing on the 20% of activities that produce 80% of the results
- Identifying measures to save time or money
- Streamlining processes that are too complex, outdated, or impede progress
- Restructuring to remain relevant to your target market and customers
- Anticipating issues and developing a "Plan B" to deal with them
- Making a commitment to innovate. Innovation can be targeted to products, processes, packaging, pricing, services, and marketing strategies. You don't need to be in marketing to propose an innovative idea to management.

#### ***At home:***

- Conducting an inventory of food and other household supplies and depleting what you have before replenishing
- Getting rid of items you don't use and refusing to acquire items you don't need
- Developing a realistic household budget and meticulously tracking expenses vs. income



- Implementing a plan to reduce your debt and increase your savings. Consider using a financial expert for this.
- Paying bills on time to establish a high credit score
- Scheduling time to accomplish tasks that are crucial to the functioning of your household as well as some “fun” family time
- Maintaining your car according to the schedule provided by the manufacturer
- Being prepared for the unexpected by organizing your vital documents and having an emergency kit in your home and all your vehicles

***While we cannot control*** what happens in Washington, we certainly have the ability to control our thoughts and how we conduct our lives. Organization is a key component. Evaluate options, establish systems and tactics that work for you, keep a positive mindset, and you will thrive.