

Organizing Your Day

By Chuck And Sue DeFiore

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One of the hardest things for most individuals working from home is to stay focused. One of the best ways to stay focused is organization. In addition, being organized will help your time management skills. The two are very much intertwined.

Planning out your day is very important. What you will do in the morning, afternoon/and or evening, depending on what hours you work is paramount.

Have a trigger that starts your day. For example, my trigger is I finish my morning walk. Once this is done, I make a cup of Java and to the office I go.

Once in the office, the computer goes on, along with the auxiliary equipment. I check my tickle file, my calendar for the day, and pull my To-Do file.

While I am looking at these items my mail program is working to check e-mail. I delete the junk and deal with the additional mail by answering it, or placing it in a folder to deal with later.

At this point depending on your business you should start dealing with the items in your tickle file and To Do List.

For those of you just starting to run a lease purchase business you should be doing the following:

Check your goals
Check your calendar and tickler file
Check your e-mail and answer
If you need to, go through your newspapers and your other lists for sellers to call. Otherwise, do your call backs and set up appointments if appropriate
Start calling - 1/2 hour from each list
Send out follow-up information
Enter calls in database
Read in your area, both on and off line
Visit on-line groups that relate to business
Check e-mail and respond
Do your To Do list for next day
Add appointments to calendar

For those of you in the lease purchase business be sure to check your Step By Step the First Month in your manual. Remember it outlines what you need to do the first month. The above list will vary for you, if you need to drive neighborhoods, meet with sellers and/or tenant buyers, put up flyers, or speak at meetings.

For those of you running a business other than lease purchasing you can do many of the same things as those running a lease purchase business. The basics are still the same, it is just you are working them in another area.

So, be sure you have a To Do List, a tickler file and a calendar. Have a trigger that starts your day. Put all you do on your calendar, and add in time for mishaps. If they don't occur, you'll have extra time. Split up your day to do your calling, letter writing, follow-up e-mails, mailings, meetings, and any additional things that occur for your particular business. Having a plan when to do what, and scheduling things when you feel more comfortable dealing with them, in effect, the best time for you to do them, will go a long way in making for a smoother work day.

And remember to utilize that wasted time. For instance, while mail is coming down or you are printing something take care of something else. For example if you are printing a large document, or e-mailing a long document, get your filing done, read a short article, put dates on your calendar. Make a quick phone call, check supplies, you get the idea. By managing your time better it will allow you to get it all done.

Have you ever wondered how some people work two jobs, do volunteer work, and take care of their home and children? I do, they know how to manage their time.

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