



How to Become a More Organised Entrepreneur

Factsheet

Do you ever feel that you are overloaded with work, and don't know how to go about reducing that big pile of stuff; which has been building up for days, weeks, or even months?

Maybe it's about time that you conquered that 'Mount Everest' of tasks and paperwork with these top 10 tips on how to become a more organised (*and hopefully a less stressed*) entrepreneur:

1. Create a mind-map of all the ideas that are crowding your head space

Use this to clear your mind and focus on each task in hand.

2. Write a 'to-do' list

Use headings and subheadings to narrow down exactly what needs to be achieved within each task.

3. Use a scheduling or diary system to organise your time

Plan tasks ahead of schedule to allow you to dedicate suitable time for each one.

4. Outsource anything you can to free up your time to run and grow your business

E.g. by using Virtual Assistants, Marketing Experts, Accountants, etc.

5. Set aside designated planning time

Spend one evening (usually a Sunday works best) to plan and prepare your week ahead.

6. Check emails at the end of every day rather than at the beginning

Use a small amount of time at the end of the day to plan and prepare for the next day.

7. Turn off your phone and stay logged out of your email while competing each task

Less distractions mean you will complete tasks quicker, and you can reply to urgent calls and emails during coffee breaks in between tasks.

8. Schedule email mail-outs and social media posts in advance so they happen automatically

Set aside time to schedule as this will save you time in the long-run (you can also use a social media management tool to be even more efficient at this!)

9. Clear your work space so it is free from loose papers and clutter

After all, an organised space creates an organised mind!

10. Constantly review your progress

Assess what is working well for you at keeping you organised, and focus on doing these things (and remember that what might be working for another person won't necessarily work for you – and vice versa).

These are all good and well, but are you still wondering where on earth to start with becoming more organised and tackling that mammoth of a mountain?

Here are some useful tangible items you might want to use to help you get started:

- Mind-mapping software, such as MindGenius or imindmap (or just an old-fashioned pen and paper – and one or two highlighters).
- A paper diary – electronic ones are great but sometimes it's good to have everything there in front of you in black and white!
- A list of useful contacts to lend a hand with your outsourceable tasks when needed.
- Social media management programmes (e.g. Hootsuite, Buffer, etc).
- Email scheduling software (e.g. Mailchimp, CRM database, etc).
- A quiet and clutter free space to work and focus (even a desk in a library might be suitable!).

Basically, all of the above boils down to the fact that: **“to fail to prepare, is preparing to fail.”**

This mantra is very true both in life and business. Setting aside a little time to prepare your diary, and plan your time in advance, will be extremely worthwhile in helping to organise your life, work, and most importantly your mind.