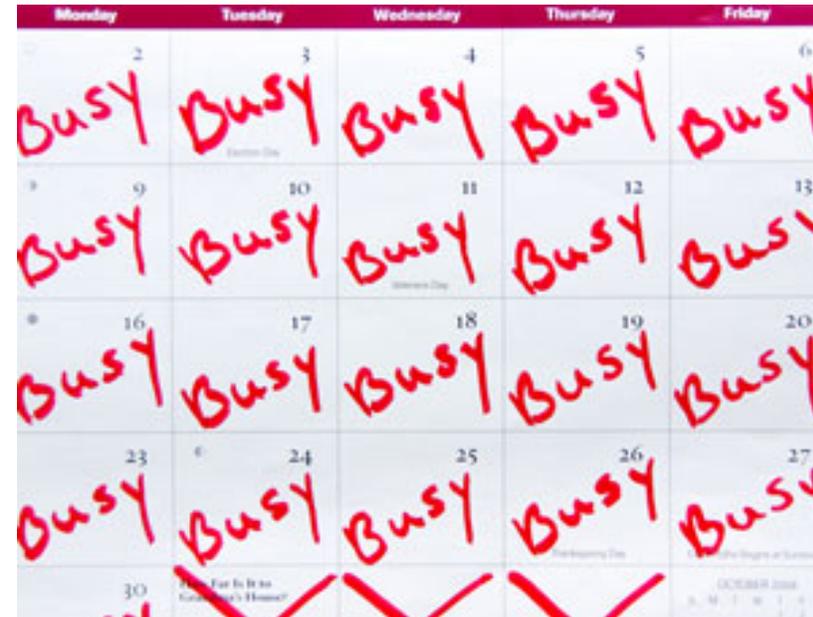
A woman with dark hair pulled back, wearing glasses and a dark blue blazer over a white shirt, is looking at a laptop. She is surrounded by large stacks of papers on both sides, suggesting a busy office or administrative environment. The background is slightly blurred, showing what appears to be a desk or office space.

EFFICIENCY MATTERS
ORGANIZING FOR HOME & BUSINESS

Organizing for the Entrepreneur: Top Tips for Better Productivity and Life/Work Balance

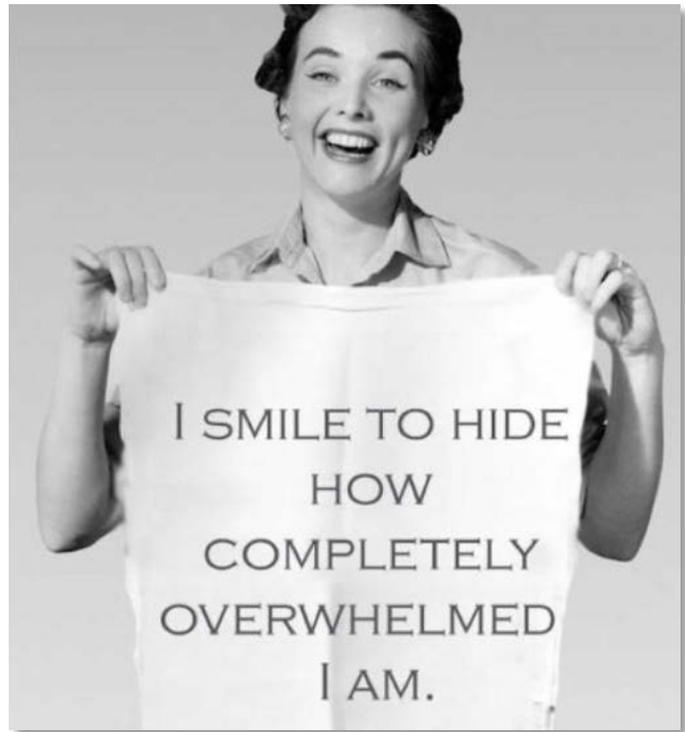
The “Glamorous Life” of an Entrepreneur



The “Glamorous Life” of an Entrepreneur



The “Glamorous Life” of an Entrepreneur



Beware of “Squirrel Syndrome”



Squirrel Syndrome: The symptoms are usually easy to recognize. It's that inexplicable sudden pull when working on a project to lose focus and investigate something else that catches your attention.



Organizing for the Busy Entrepreneur

- Working Smarter...Not Longer



- Avoiding Burnout:



Creating balance between Work & Life



1. Tame the **Paper** Monster
2. **Planning** is the Key to Success
3. Stay on Top of Projects with **Mind Mapping**

#1 Rule: Everything Needs a Home



“A place for everything and everything in its place.”

-Mrs. Isabella Beeton, 1861,

-Mrs. Beeton’s Book of Household Management



Taming the Paper Monster



Taming the Paper Monster: Down and Dirty Paper Sort



Taming the Paper Monster: Batching



Group by Action needed:

- Phone Calls
- Errands
- Computer
- Calendar Scheduling
- Read

Taming the Paper Monster: The Art of Filing



- Know where the information “lives”.
- You want to be able to retrieve the filed information easily and quickly in the future.



Planning: Plan to Plan



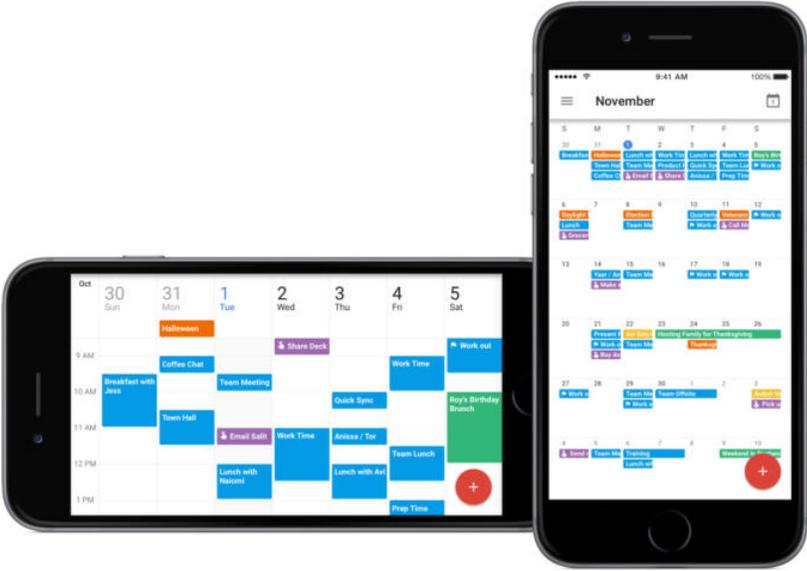
Designate a specific day to plan for the week ahead.



Planning: 25-Minutes a Week Calendar System

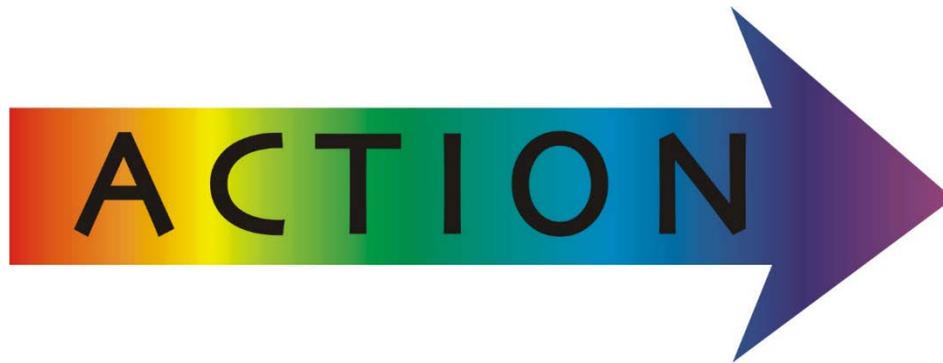


Planning: Paper vs. Digital



Planning: 25-Minutes Minutes a Week System

Do a Quick Paper Sort



Gather all ACTION papers related to your week ahead.



Planning: 25-Minutes Minutes a Week System

Review Your Previous Week



How do I feel about last week?

Did I overschedule?

What did I accomplish/not finish?

Did I have quality family time?

Did I take of me?

- Eat right
- Exercise
- Find “me” time



Planning: 25-Minutes Minutes a Week System

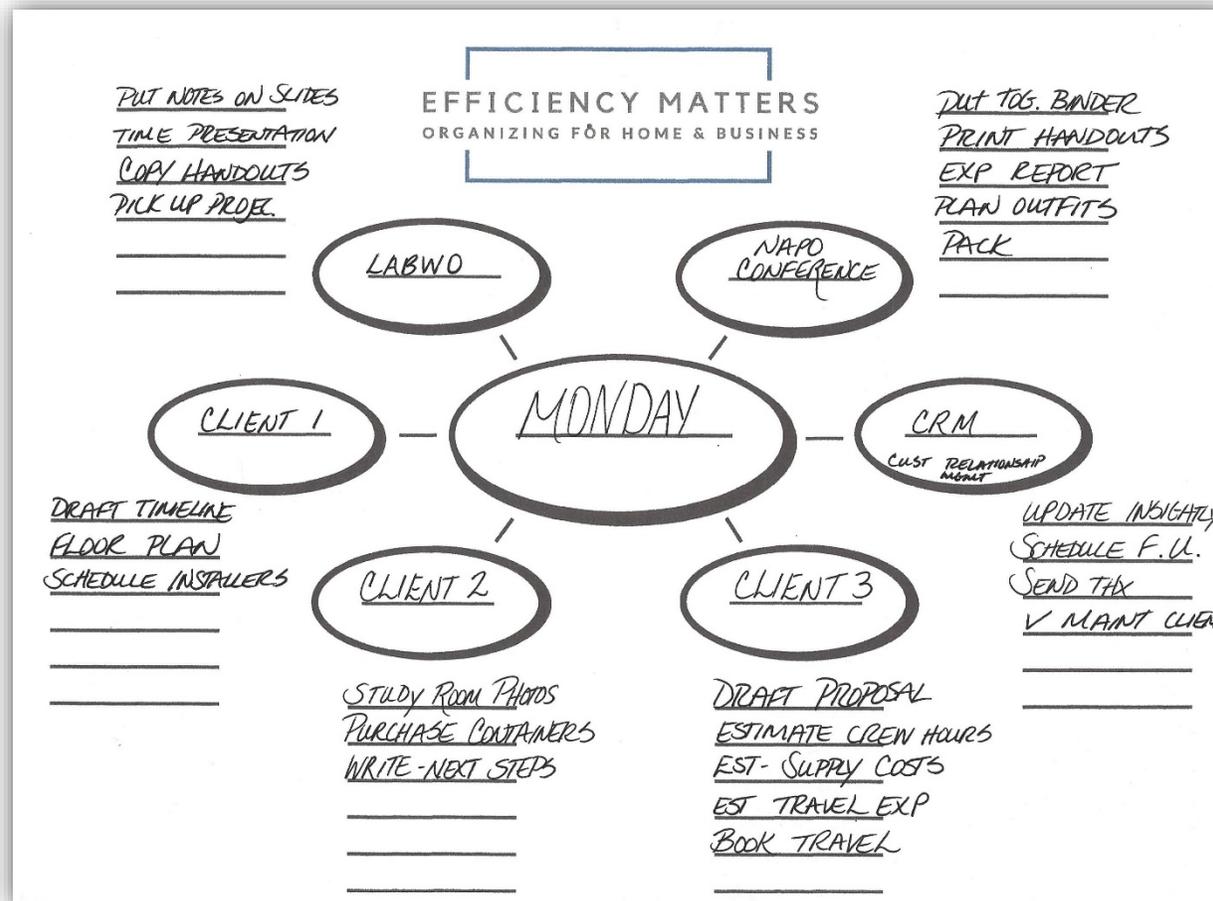
Time Blocking for the Week



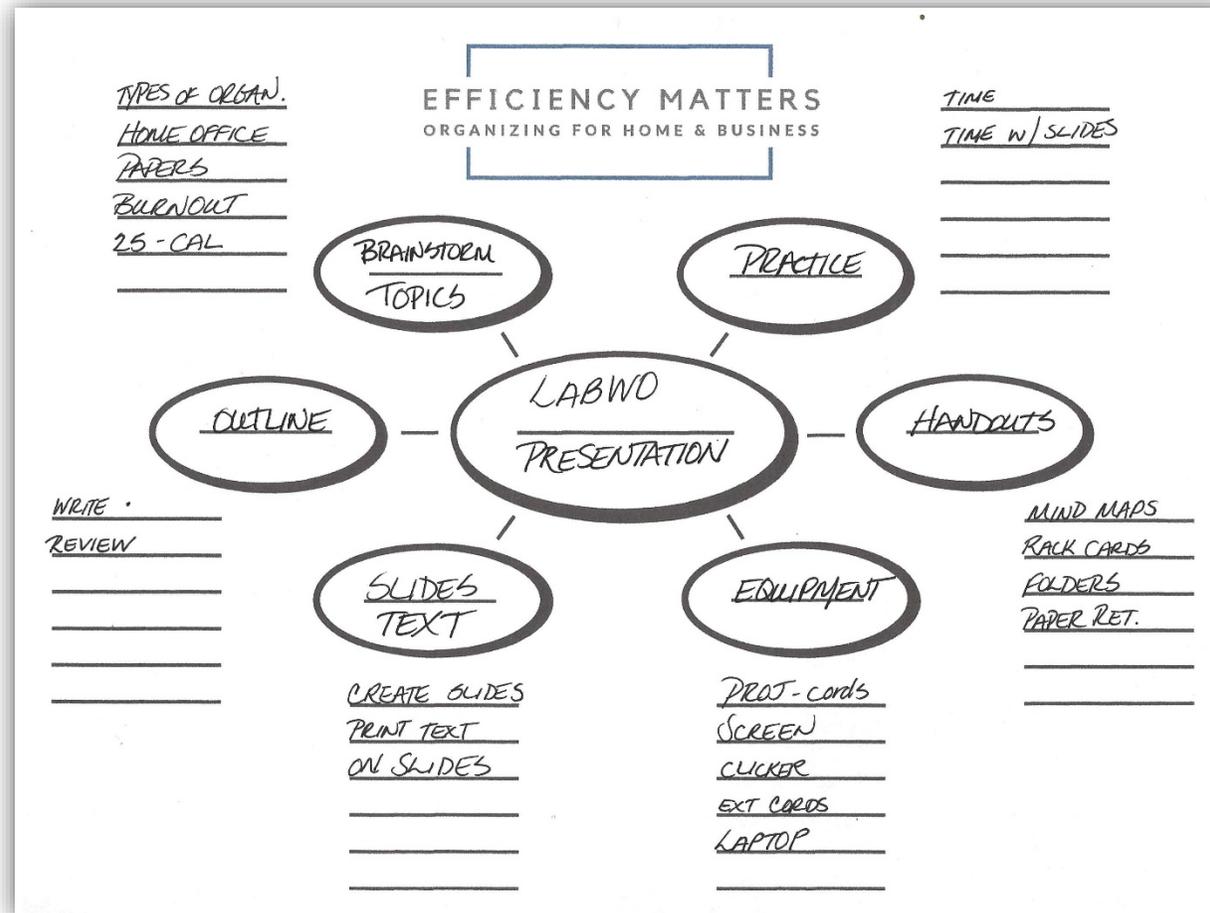
- Meetings
- Appointments
- Work Time
- Me Time
- Exercise
- Meals
- Family Time
- Free Time

5am			5:15 – Wed Start	
6am	6 – 6:45 Mon Start	5:30 – 6:15 Tue Start		6 – 6:45 Thu Start
7am			6:30 – 7:30 Body Balance Wed	6 – 6:45 Fri Start
8am	8 – 9 Writing Time	7 – 10 Writing Time	8 – 10 Writing Time - Wed	7 – 9 Reading/Integrating
9am	9 – 11 SU&W - Mon Session			7 – 8 Coffee Date
10am		10 – 12p Reading/Integrating	10 – 12p Reading/Integrating	9 – 10 Organising time
11am	11 – 12p Organising Time			10 – 12p Editing/Data Time
12pm				10:30 – 12p Reading/Integrating
1pm	1p – 2:30p Reading/Integrating	1p – 2p Organising time	1p – 2p Organising Time - Wed	1p – 2p Writing time
2pm		2p – 4p Editing/Data Time	2p – 4p Editing/Data - Wed	12:15p – 1:15p Body Balance Fri MIDDAY
3pm	2:30p – 4p Editing/Data Time			2p – 3p Organising Time
4pm				3p – 5p Editing/Data Time
5pm				
6pm	6p – 8p Moonlighting		6p – 8p Moonlighting	
7pm				6:45p – 9p Choir Rehearsals
8pm				
9pm	9:30p – Morning Prep Time	9:30p – Morning Prep Time	9:30p – Morning Prep Time	9:30p – Morning Prep Time

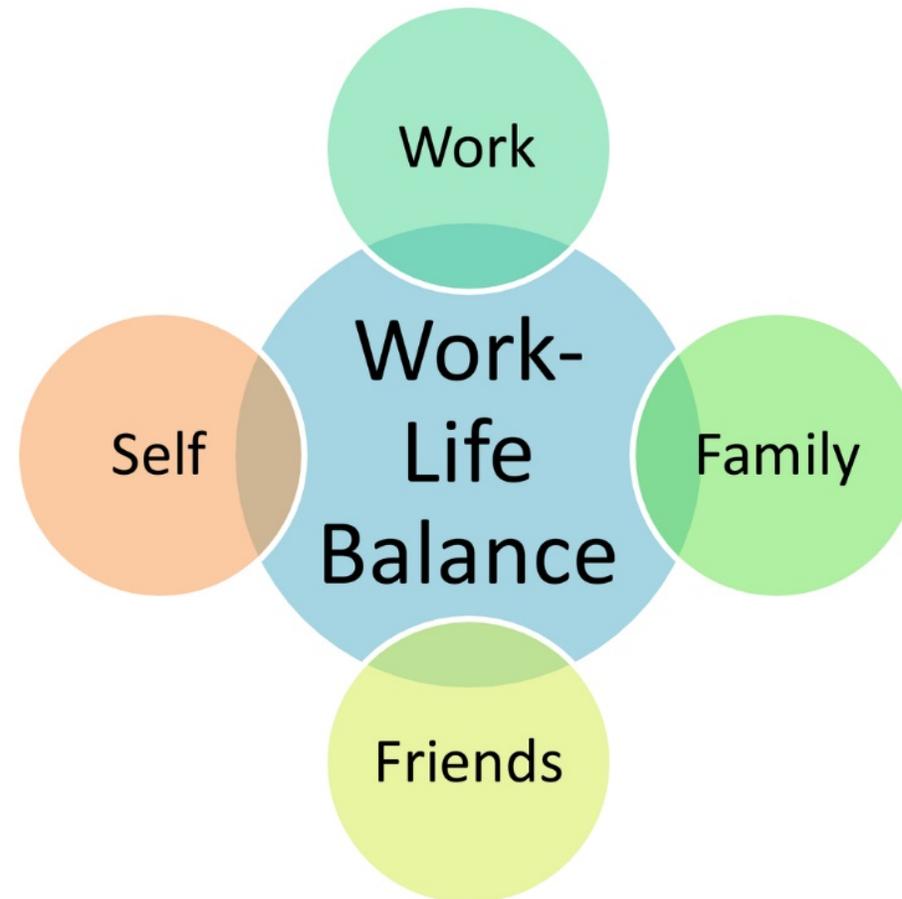
Mind Mapping: Project Management



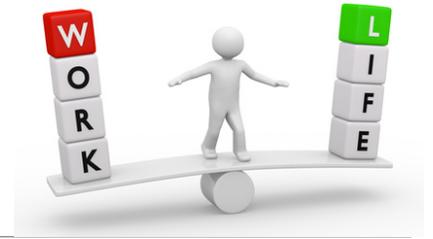
Mind Mapping: Organizing Your Day



Avoiding Burnout: Creating Balance Between Work & Life



What is Burnout?



Stay Social & Connected



Take Breaks in Your Day



Stay in Control of Your Time: Don't Skip Your "25-Minutes a Week"



Select Your YES's Wisely



“

**EVERY SINGLE TIME
YOU SAY “YES” TO
SOMETHING, YOU
ARE INADVERTENTLY
SAYING “NO” TO
SOMETHING ELSE.
CHOOSE WISELY.**

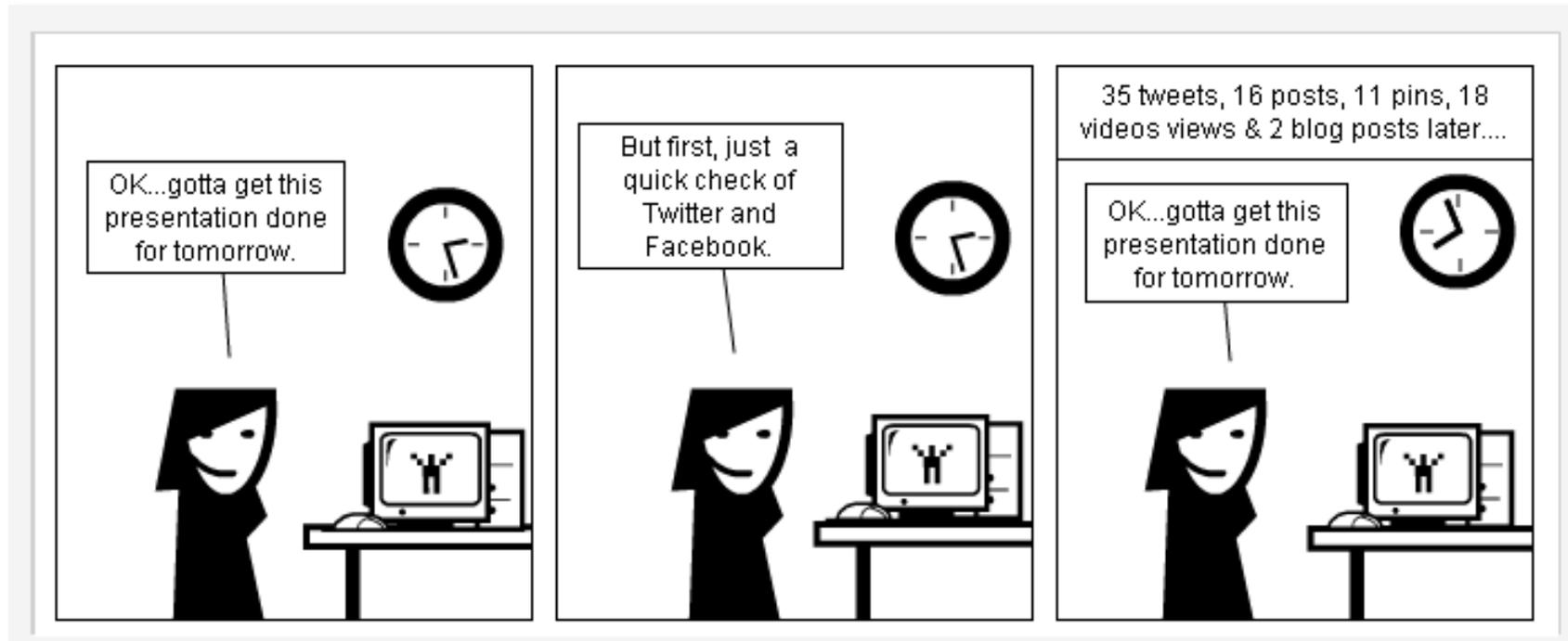
”

Kimberly Haydn

Pick a Time for Social Media



Schedule a Time...Stick To It...Set a Timer



Set Specific Hours: Start & Stop



- Meetings
- Projects
- Workday

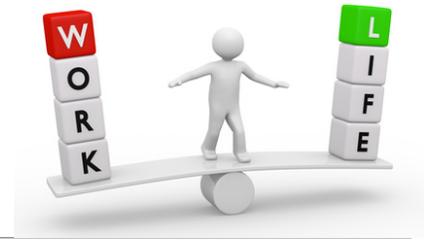
Set Realistic Expectations



Break projects into smaller pieces so you can see your successes.



Schedule “Real” Time Off



Organizing for the Busy Entrepreneur: Take the Challenge



It's a Marathon – Not a Sprint

Take the Challenge:

- Try 1 or 2 of the tips that I discussed today for two weeks
- Send me an email and let me know how it went

Jennifer@EfficiencymMattersllc.com