

***"No life ever grows great
until it is focused,
dedicated and disciplined"***

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How To Keep Your Job In Tough Times



Business Organizing Solutions

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Introduction

As you are probably aware, there is a mutual agreement between you and the company you work for. They will take care of you as long as you help them make money.

That is the bottom line. You perform your tasks and responsibilities in a professional and timely manner, to the satisfaction of your company, and they will love you.

It does not matter if you are in customer service, production, marketing, a manager or receptionist, you are contributing to the company's bottom line.

Today, when so many employees are being downsized, are you worried? Are you wondering what you can do to stand out as being indispensable to your company?

To show them that you are worthy of keeping, as you will help them reach their goals, i.e. make more money? In other words, do you perform your job responsibilities in a timely and efficient manner?

Have you ever stopped to think what it costs a company for a non-productive, inefficient employee? Here's the cost:

Statistics show the average worker loses at least **one hour of productivity** each day due to disorganization. How much is disorganization and inefficiency costing your company? Follow the formula... Brace yourself!

1 hour x one worker's hourly salary = ____ \$ **lost today**

5 days a week x ____ \$ lost today = ____ \$ **lost this week**

48 weeks x ____ \$ lost this week = ____ \$ **lost this year**

Number of employees x ____ \$ lost this year = ____ \$ **total!**

That's the **total amount of money** your organization loses *each and every year* due to poor organization and inefficiency!

Isn't this amazing? Did you put in your salary to determine how much you could be costing your company?

It is easy to see that employees who are not efficient, waste too much time being overwhelmed, confused, and who socialize too much on the job are costing their company millions of dollars each year in non-productive time.

Are you one of them?

Employees who are downsized will wonder, "Why Me?" How about you? How was your performance appraisal the last few years? Was it just so-so?

In these times a so-so evaluation is not good enough for a company to justify keeping you. Compare yourself to another employee who has an outstanding appraisal. One who performs their work in a timely manner, is efficient, well organized, and doesn't fit in that box above.

The secret to keeping your job is simple. It's being well organized.