

## chapter 6

# Organizing Yourself for Success

*“The five essential entrepreneurial skills for success are concentration, discrimination, organization, innovation and communication.”*

*Michael Faraday*



## Degrees of Learning

*In this chapter, you will:*

1. Chart and evaluate how you spend your time
2. Understand left-brain and right-brain styles and tendencies
3. Apply brain tendencies to time management and organization skills
4. Challenge personal attitudes toward task completion
5. Evaluate priorities
6. Learn specific strategies and tips for getting and staying organized
7. Assess how much you procrastinate
8. Adopt skills to help you manage procrastination

*“You will never find time for anything. If you want time you must make it.”*

*Charles Buxton*

## Timing is Everything

“There’s not enough time!” “I don’t have the time.” How many times have we said or heard that? We all feel the crunch of time—did you get that project done? Did you have time to study enough for the test? Can you get all of your homework done AND go to work AND help out at home AND play baseball AND talk to your friends AND get enough sleep? Yes. If you’re organized and use your time wisely. But how many of us do that? What percentage of time do we waste every day looking for things we misplaced or looking at things that draw our attention away from what needs to be accomplished? With all of the gizmos, gadgets, blings and beeps of today’s technology, how can anyone stay focused for more than seven seconds to get things done? It’s not easy, but it’s possible and more importantly, necessary. So let’s learn how to manage our time and organize ourselves to be successful. The more time you save, the more time you have to do the things you want to do.

## Tools for Life

- *Time Management Skills*
- *Organizational Skills*
- *Strategies for Right & Left-Brained People*



**What does managing your time have to do with being organized? How well do you manage your time and organize your life? What do you do well and what do you want to do better?**



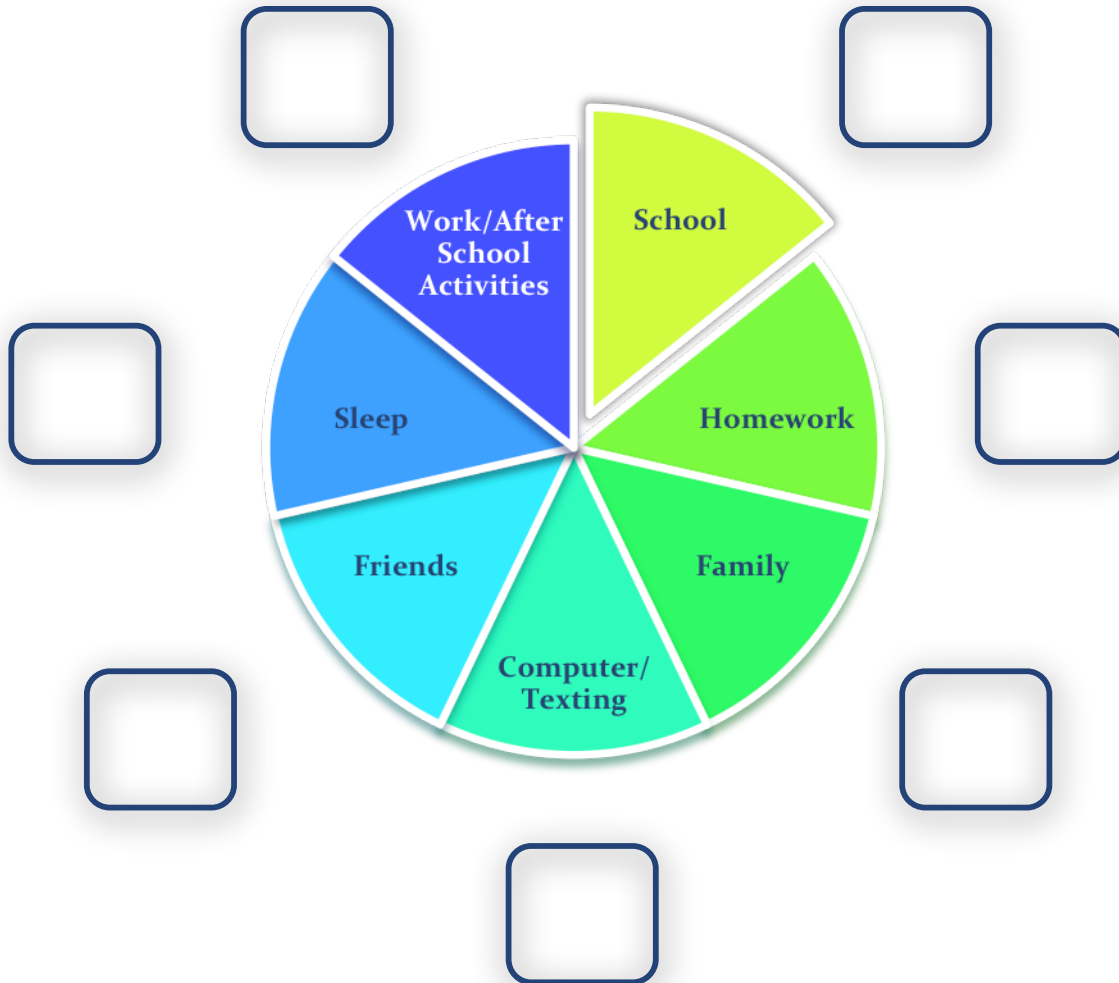
*"The bad news is that time flies.  
The good news is that you're the  
pilot."*

*Michael Altshuler*



# Where Does the Time Go?

How much time a day (percentage) do you think you devote to the following activities (your total needs to add up to 100%)?




How do you spend your time each day? You filled out the pie chart with percentage estimates, but are you accurate? The only way to know is to keep track of what you do with your time each day. Your facilitator should have time use logs printed for you, or else you can print one from the 180° wetpaint site. Go to [www.18odegrees.wetpaint.com](http://www.18odegrees.wetpaint.com), click on “Resource Material,” and click #4 under “Organization & Time Management [Printable Time Use Chart (1 of 4)]. Keep track of what you do every day for one week. Only when you actually see where you spend your time can you make adjustments. In one week, we will analyze your time logs and compare them to the percentages you listed in the chart above to see if your estimates were accurate.

# Getting Results Vs. Being Busy

## The Time Crunch

Do you spend a lot of time doing “something,” but end up producing “nothing?” How can you use that time to get better results? The best way to start is by organizing yourself. For some people, that’s no easy task. Are you the type of person who knows where everything is in your room, backpack, desk, and locker? Or do you have piles of books and scraps of paper all around your room? Although we use both sides of our brain, we tend to favor one over the other. The side you favor—left brain or right brain— has a lot to do with how you learn, how you organize, and how you think, so knowing which side that is will help you use strategies that are right for your brain.

**So, do you favor your right brain or your left brain? Put a checkmark or “X” next to the phrase that describes you best (choose only one from each pair):**



**Let’s Chat . . .**

For each participant, record percentages from the chart on the previous page on the board. How do most of you use your time? What do you think about the percentages of time you use?

Are You More Right-Brained or Left-Brained?	
Put a check next to the phrase that sounds most like you. Choose only ONE from each row.	
I take notes, but I lose them.	My notebook is perfectly organized and orderly.
I use feeling.	I use logic.
I generally am good with people.	I may have trouble empathizing with others.
People may think I daydream, but I’m really deep in thought.	I am rational and logical.
I can be emotional.	I don’t let feelings get in my way.
I am a risk-taker.	I like security and predictability.
I read lying down.	I read sitting up.
I don’t like reading directions.	I read directions.
If I get a new piece of software, I pop it in and play around with it.	I read the entire instruction book before trying out new software.
I may find it hard to follow verbal directions.	I interpret information well.
I’d rather write essays than take tests.	I like tests more than essays.
I favor English and history over science and math.	Math and science appeal to me more than English and history.
I may lose track of time easily.	I run on a schedule and usually have a to-do list.
I believe there are two sides to every story, and I think them through.	I am precise and believe things are more black and white.
I can be swayed by other opinions in a debate.	Once I make up my mind, I usually don’t change my mind in a debate.
I like words and pictures.	I like figures and numbers.
When I’m on vacation I have no trouble relaxing.	I still get plenty of things done while I’m on vacation.
I like hustle and bustle.	I like calm and quiet.
My room is a mess.	My room is neat and organized.
I don’t spend enough time worrying about problems.	I spend too much time worrying about problems.
I would like a job that offers travel, even if it’s slightly unstable.	I would like a job that is stable and financially secure.
<b>TOTAL:</b>	<b>TOTAL:</b>