



THINK LIKE AN ORGANIZED PERSON

A WILLING CHANGE COURSE

Based on the book:

Willing Change

by Jane Collins

***Willing Change* received the Curriculum Services Canada
CERTIFICATE OF RECOMMENDATION (2013)**



Recommended by
Curriculum Services Canada

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WILLING CHANGE COURSE INSTRUCTIONS

WELCOME! Thank you for taking a Willing Change course. This free course is based on the teachings of the book *Willing Change* and was originally written and/or accredited for one or more of these categories: professional development, personal development, entrepreneurship, leadership or ethics in a workplace. Although the subject matter is presented for one or more of those purposes, its lessons apply to many aspects of life. You may notice specific references to pages in the book, but even without a copy you can glean many insights. It is recommended that you purchase a copy as it is used in all the courses. If you require a Certificate of Completion see Appendix A at the end of the course for information.

COURSE NAME: *Think Like an Organized Person*

PERMISSIONS: All materials are the property of Jane Collins Publications and you may store one copy of the materials for your personal use. No copies can be made or distributed in any form without written permission.

RECOMMENDATION: A complete reading of the book *Willing Change* enhances your learning experience and is recommended.

1. Purchase a **print copy** for shipping in Canada from this website here:
<https://www.willingchangecourses.com/willing-change>
2. For shipping within or outside Canada from: **Burnstown Publishing House** here:
<https://burnstownpublishing.com/product/willing-change/>
3. Ebooks can be purchased from Amazon.ca (Canada), Amazon.com

PREREQUISITE COURSES: None

ESTIMATED TIME: Five hours, or Ten hours including the reading of *Willing Change*

INSTRUCTIONS: This course has been converted to PDF format allowing you to print pages and record your answers or responses in the provided space (which is required for a Certificate of Completion – see Appendix A). Alternatively you can store your answers in a notebook or electronic file for future reference.

FOREWORD: Setting purposeful goals to achieve your true desires and having an intention to pursue them to completion, is the beginning point from which to use your time and energy to the best advantage. Maintaining a focus on the work that your goals require and motivating yourself to continue your chosen path will take your goals to completion in an efficient manner. Practicing these strategies will make you an organized person who values the use of your time and energy, has developed habits that keep you working efficiently, and most importantly, feels in control.

THINK LIKE AN ORGANIZED PERSON

Personal Productivity –Module 3

Personal Productivity is presented in three modules:

- 1. Accomplish More with Less Effort**
 - a. Understand your personal desires
 - b. Set purposeful goals
 - c. Plans and intentions
- 2. Take Action**
 - a. Do the right work
 - b. Understand your priorities
 - c. Motivate yourself to keep going until it is done
- 3. Think Like an Organized Person**
 - a. Make plans to save time and energy
 - b. Develop habits of efficiency
 - c. Feel more in control

Recommended: *Willing Change* is recommended reading for this course. In each part you can explore your current thinking about each topic and develop new productive mindsets

INSTRUCTIONS

STEP 1: Read chapters 1 through 6 about the thought process and belief systems.

STEP 2: Study the change model described in chapter 7.

STEP 3: Read chapter 8 and 9 regarding mindsets for the abilities to change, solve problems, and make decisions. Complete the exercises to rate the strength of your change mindsets beginning on pages 100 and 112 of *Willing Change*.

Note: Chapter 10 is supplementary material and may help you to complete the evaluation.

SET GOALS FOR THIS COURSE

The changes in our lives are not the cause of our happiness or unhappiness; they are caused by our expectations and feelings about a particular change. *Willing Change*

Before you begin take some time to record three goals for this course that will make your time and effort more purposeful. In which ways do you want to become more organized?

THINK LIKE AN ORGANIZED PERSON

Do you see an organized person as a master of personal time and energy, or as someone who acts like a robot, going from one task to another, devoid of any joy in life? How you answer that question can determine how easily you can make the change to think more like an organized person. Record your first thoughts following these statements:

I want to be more organized.
I want others to see me as more organized.
I respect and admire organized people.

Being organized is not meant to be a continuous struggle against yourself or the world; rather it is a natural state and you have been organized your whole life. Getting to work, preparing meals, and making plans are examples of your ability to organize. Being an organized person is a core mindset that directly affects your quality of life. Organized people know what is important; they do their work based on priorities and they get it done on time. They do not waste time looking for things they need, and they avoid extra work by planning to handle their tasks efficiently. They are focused and have a purpose for what they choose to do. Knowing that you are moving forward in a chosen direction and have taken care of what you need to do, reduces stress and gives a feeling of accomplishment. Organized people feel more in control and that energizes them.

The first step in the *Willing Change* model is to know what you want. In what ways do you want to be an organized person? Set 3 organizing goals now. What will being organized look and feel like for you? Are there particular behaviours that you want to develop or eliminate? Make a list of five changes you want to see. e.g. arriving on time, finding everything you need when you need it, keeping your workspace free of clutter

What are five benefits you see in being more organized? Think of your day-to-day living. What would your home look like? How would your workplace seem different? How could your family benefit? What effect would it have on your work?

Is being organized something that you think is possible for you now? Why or why not?

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Make Plans to Save Time and Energy

For skilled organizers, the purpose of being more organized is to save time and energy in work times, so they can have more time and energy for fun times. As a result they:

1. Take some time to find better ways to do routine tasks. Websites, books, and social media are easy sources for organizing tips. Check them out for tips to handle your life circumstances. Think of three ways you could spend less time on your morning routine.

2. Devise methods to handle distractions and interruptions. Think of the distractions and disruptions that take you away from your tasks most often. How could you reduce this time?

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3. Stay focused in the present moment to handle tasks in the optimal manner. Each day, notice how much time you spend worrying about the future or reliving a past event that upsets you. Find ways to get yourself back on track more easily. Remember, you can only take action towards your goals now.

STEP 4 in the Willing Change model asks you to establish your desires to have, do and be. As far as planning to save time and energy goes for you, answer this question: How does success look and feel?

e.g. planning each work day, feeling successful

DEVELOP HABITS OF EFFICIENCY

As *Willing Change* states, we all have habits of thoughts and actions. Some of them we developed for a particular purpose, such as brushing our teeth and putting trash in the garbage can. Others seem to exist without any reason and without any effort on our part. We have habits for handling our clothes, starting and planning the workday, preparing meals, and getting the kids ready for bed.

Most of the tasks that we handle every day have become part of a routine and we rarely notice how they are done. You can develop new helpful habits and shed old ones that keep you from being productive by just paying attention to how you do things now and think about how you could do them better. Also, check to see if you are doing some unnecessary things and if you could accomplish your goals by doing different tasks. Here are some ideas to begin.

FIND THE PURPOSE

Make it a habit to ask yourself questions like these when you are beginning or considering a new task. It is possible the task is unnecessary or less important than others. Know why you are doing each task.

- Does this advance my goals?
- Why am I doing this?
- Should I say no to doing this?
- When is this due?
- How important is this?
- Is this the best time?
- How will I tackle this job? Are there instructions?
- How could I simplify this?
- What is the right amount of time to spend on this?
- How could I do this more quickly?
- Who could help me with this?

MAKE A PLAN

Plan your tasks in blocks and group tasks together that require the same mindsets and the same tools. For instance, it takes time to mentally switch gears from dealing with a difficult customer to important decision making and it takes time to move from a busy day at work to relaxing at home.

Save time by taking the time to make lists and make it a habit to check them regularly.

- Make a list of things to do for each day.
- Keep a notepad in your kitchen to write down shopping necessities.
- Make a checklist for any new routine or event that will recur, such as a party plan.
- Mark important events on a calendar and keep it where you will see it each day.
- Make a list of your goals and review it every day.

Sometimes plans are interrupted. Plan for the unplanned such as long waiting times by bringing a book to read, answering emails, or writing in a journal.

HANDLE CLUTTER

Organized people see clutter as a distraction from focus and the source of the perpetual task of sorting, moving, cleaning and deciding. They know that the first principle of good storage is to get rid of anything you do not need to store. They consider the value of each item and decide whether to store, toss, or give away by asking these simple questions:

- What will I use it for?
- When will I need it?
- Under what circumstances would I need it, and how likely are they to occur?
- What could happen if I did not have it?
- Have I used it in the past year?
- Can someone else use it?

Free yourself from some of your clutter with one or more of these organizing thoughts:

- I enjoy seeing my desk (table, counter, floor etc.) clear.
- I have a place for everything.
- I regularly reduce the clutter in my office (home, cupboards, garage).
- I can let go of things that have no use for me.
- My workspace is always clean and clear.
- I make it a habit to clean up after myself throughout the day or week.
- I keep what I use regularly within reach.

What new organizing habits would improve your life now?

STEP 4 in the *Willing Change* model asks you to establish your desires to have, do and be. As far developing habits of efficiency goes for you, answer this question: How does success look and feel? e.g. planning each work day, feeling efficient

FEEL MORE IN CONTROL

Organized people know what they want and have a plan to get it. Although no one can promise you life will go exactly as you want, having a plan makes it more likely to happen. Knowing that you are doing something to make your desires come true gives you a feeling of empowerment and control. Here is a look at the organized mindset:

- Understand that every puzzle is put together one piece at a time and even though the result may not be apparent at the beginning, there is a trust that it will be seen.
- The expectation of success keeps you moving forward in that direction.
- The little things make a difference. Picking up one piece of garbage does matter; it is the beginning of a cleaner room. Even a little better is better!
- When plans change, it means an adjustment is necessary, and it will still be done.
- Persistence is a valuable characteristic.
- Perfectionism is often a waste of time. (Willing Change labels perfectionism as a doubtful mindset.)
- There are many motivations to get any job done; find one, and another if you need it.

STEP 4 in the *Willing Change* model asks you to establish your desires to have, do and be. As far feeling more in control goes for you, answer this question: How does success look and feel? e.g. having a list of meaningful goals, feeling progressive

STEP 6 – EXAMINE YOUR CURRENT MINDSETS

Examine your current beliefs by rating your agreement from 1 to 5, with 5 being the greatest agreement, to these certainty statements:

Rate	
<hr/>	I believe all problems have a solution.
<hr/>	I like knowing I am prepared.
<hr/>	It feels good to arrive on time.
<hr/>	I am efficient.
<hr/>	I rarely need to accomplish perfection. I know how much effort to exert.
<hr/>	I know what to say to myself to get started and keep going.
<hr/>	I look for ways to do it better/easier/quicker.
<hr/>	I look for new ways to save time and energy.
<hr/>	I do not waste time wishing circumstances were different. I adapt.
<hr/>	I use lists to save time.
<hr/>	I clear the clutter regularly.
<hr/>	I keep going until it is done.
<hr/>	I strive to become more organized every day.
<hr/>	Everything I use regularly is nearby.
<hr/>	My habits work well for me.
<hr/>	Being organized helps my family.
<hr/>	Waiting time is never a waste for me. I prepare for it.
<hr/>	I say no when it is the right thing to do.
<hr/>	I keep a list of my goals to help me focus. I read it every day.
<hr/>	My workspace is always clean and clear.
<hr/>	I have a place for everything.
<hr/>	My days run smoothly because I am organized.
<hr/>	I enjoy my spare time more because I know how much I accomplish.
<hr/>	I ask for help when I need it.
<hr/>	Others wonder how I accomplish so much.

STEP 5 DETERMINE THE MINDSETS OF YOUR DESIRED STATE

For each of the categories create a list of five beliefs that would help you be successful. Refer to the list of certainty beliefs in the next step as well as carrying out your own research.

SAVE TIME AND ENERGY
DEVELOP HABITS OF EFFICIENCY
FEEL MORE IN CONTROL

From your list above choose 5 that you will set as goals and record them below.

I am an organized person because I consider ways to save time and energy, I develop habits to improve my organizational skills and have plans that I work towards using established habits. I feel more in control of my life as I become more organized.

APPENDIX A
CERTIFICATE OF COMPLETION

Your employer or association may require verification for your hours of training. A Certificate of Completion is available on request with payment of a processing fee.

INSTRUCTIONS:

1. After completing the course, complete the REQUEST form below and contact Jane by email. Include this form and your completed course materials to:
jane@willingchangecourses.com
2. Indicate if you read the book *Willing Change*.
3. *Think like an Organized Person* is suitable for personal development, professional development, and wellness credits of five hours. If the book was included in your readings, it qualifies as an additional five hours of training time. The total number of hours available for certification is ten.
4. You will be contacted by email if your completion qualifies and an invoice will be forwarded.
5. On payment, your Certificate of Completion will be emailed in a .pdf format within two business days.

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REQUEST FOR CERTIFICATION

I am requesting a Certificate of Completion for the course: *Personal Productivity: Think Like an Organized Person*, The Certificate will state I have completed a reasonable portion of the course and provided my work. I understand a fee of \$25.00 plus HST (unless otherwise agreed) applies and that I will be invoiced. Payment must be provided before the Certificate will be issued.

NAME:

EMPLOYER OR ASSOCIATION:

CATEGORY (Circle one): Professional Development, Personal Development, Wellness

EMAIL:

Which statement applies to you? Circle a. or b.

- a. I have read the book *Willing Change* and spent 10 hours on the completion of this course.
- b. I have not read the book *Willing Change* and spent 5 hours on the completion of this course.