

Becoming an Organized Thinker

By nature most people are reactive and not proactive. Most of us are also natural procrastinators, and have to change our behavior to do something we don't like or do not want to do. But that change in behavior needs to be preceded by a change in the way of thinking. Becoming an organized thinker can help you reduce stress, procrastinate less, and succeed on the job.

Career counselors and peak performance coaches agree that one of the keys to success is creating value for your customers. Understand that in the workplace the people you work with are also your customers. They can be considered "internal customers", while the people who pay for your goods and services are external customers. A great way to become valuable to others is to be more organized.

According to New Zealand based Peak Performance Coach and Motivational Speaker Edmond Otis the most productive workers use practical skills and tools to enhance their organizational thinking, but these skills must be learned and tools practiced. Among the best practices identified by experts such as Mr. Otis are: self messaging; rehearsing potential scenarios; break projects down into small, manageable tasks and using effective communication with co-workers. For example instead of stressing over how to remember this important task or bit of information you are going to need tomorrow, you can simply call you voice-mail at work and leave yourself a message. Being organized is essential to reducing the stress you feel that interferes with your performance at work.

There are many benefits to becoming an organizational thinker. Organizational thinkers:

- Are more focused on what they want to achieve
- Are more productive
- Manage their time more effectively
- Work more economically and efficiently
- Reduce clutter in your workspace and reduce stress levels
- Are more blanchd in their work and home lives
- Present a more positive business image

Once you become a more organizational thinker you will be more flexible and more creative, you will achieve your goals with more energy and enthusiasm, and you will reduce stress and develop a feeling of freedom from chaos

Edmond Otis is a keynote speaker and motivational trainer dedicated to giving entrepreneurs, business owners, and key executives the tools they need for success. He has recently reallocated with his family from California to Hawkes Bay New Zealand. To learn more about his services to go www.EdmondOtis.co.nz