

# PERSONALIZED SOLUTIONS

## WORKSHEET FOR ORGANIZED LIVING

We only have 24 hours in a day.

No matter how much money you have, you can't buy more. These are the constraints that face us all & studies have shown, people who live with organization lifestyle principals - achieve more, lead more purpose driven lives, & are less stressed.

*You are a few steps away from a more organized & stylish life.*

*Let's get started!*

- ✓ EVALUATE. Where are you spending the majority of your time? Make a list & add hour approximations to each activity.
- ✓ RANK. Of these activities, rank them 1-3. 1 is essential, 3 is least essential.
- ✓ ANALYZE. Make a list of all activities in groups 1, 2, & 3. Can items that fall into 2 & 3 either be eliminated or delegated to someone else?
- ✓ QUANTIFY. Now that you know where your time is being spent & what is essential vs. non-essential – decide how much each hour of your time is worth.
  - Example: The average American works 1,811 per year. If you want to make \$500,000 a year this means an hour of your time is worth \$276 per hour.

- ✓ DAILY TO-DO LIST. One of our most successful clients, a Fortune 500 CEO once told us that the key to his ability to accomplish so much each day, month, & year was his daily to-do list.
  - *"I make a list every single day, at the bottom of the list is the item I want to do most. Sometimes that is my workout, sometimes it's attend a family event. This motivates me to get through everything above that on the list so I get to enjoy the thing I want to do most with the satisfaction of knowing I accomplished what I set out to do that day."*
- ✓ DELEGATE. You cannot do everything if you want to be successful, lead a balanced, & fulfilling life. There are resources out there to help with absolutely everything & most of them are easily accessible. Determine what you can delegate & DO IT.
- ✓ MAKE THE LIST. DELEGATE NON-ESSENTIALS. EXECUTE. ENJOY LIFE!

At Personalized Solutions, our team is dedicated to helping you lead a stylish & organized life so you can spend more time enjoying it. Your consultation is always free and we would love to help.

To schedule, please email: [info@PersonalizedSolu.com](mailto:info@PersonalizedSolu.com)

We look forward to working with you!

[www.PersonalizedSolu.com](http://www.PersonalizedSolu.com)