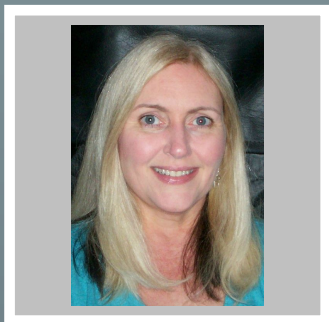


# How Can Being Organized Make My Business More Efficient?



Beth Flarida, Owner of Get It Together

## ABOUT THE AUTHOR

Beth Flarida is the owner of Get It Together. She is a Certified Professional Organizer, Productivity Coach & Efficiency Expert for businesses since 1991. Visit Beth on the web at <http://www.getbeth.com> and sign up for her free weekly newsletter, Answers From The Organizer®. Then claim your free report 'Get Your Office Organized Right Now!' and your complimentary 20-minute Problem Solving Strategy Session and jumpstart your organizational goals!

*When businesses think about organization they usually think about placement and how things look. Organization is so much more than that. It is a common misconception that if you are neat you are organized. The two are NOT synonymous.*

*Being neat simply means everything looks orderly and tidy. Being organized means you know where things are and get things done efficiently.*

Being neat helps your visual clarity. Being organized helps your mental clarity. (It really does)!

It is entirely possible to be messy but organized or neat but unorganized. It is also entirely possible to be both (either way). For purposes of this article let's focus on being neat AND organized.

You need to think about who will see your 'area'. Will you have clients in your office or is it only you? The first impression that your client gets should be a good one. No matter how much they like you and know you will do a great job for them, if you can't put your hand on their file easily you won't leave them with a good impression.

Being neat means you stack the mail in a tidy fashion when you bring it in the office. Being organized means you handle the mail one time and put the bills, ads, publications and correspondence where they go so you will deal with them when the time is right.

Being neat means that all your papers are orderly in files. Being organized means you actually know which papers are in which files and you can put your hands on them at a moment's notice.

Being neat means that you put things in nice, pretty piles and it is pleasing to the eye. Being organized means you have systems and habits in place that get things where they belong and you feel a sense of control over your life and work.

So remember, being neat is good. Being organized is better. **Being neat and organized is best!**



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Makers of Controlzkit  
[www.controlzkit.com](http://www.controlzkit.com)  
6801 Red Maple Drive  
Charlotte, NC 28277