

Organizational Tips from 7 Successful People

Summary: Organization is a tough skill to develop at first, but once you start living an organized personal and professional life, you will see greater success.



Getting organized can make a big difference in how successful we are. Figuring out what works best is the first difficult step then turning that new tip into a habit is the next hardest step. Follow the advice from these successful entrepreneurs and networkers to discover some tips that are bound to help you.

- See **Six Ways to Change Your Life for the Better and Make Your Dreams Come True** for more information.
 1. **Prepare the night before:** Janis Smith-Gomez, Vice President Marketing for Ethicon Inc., has been laying her outfit for the next day out since grade school. Her closet is organized by type of clothing, season and color. This helps her be ready the next morning and get excited for the day.
 2. **Lists:** Linda Lightman, CEO and Founder of Linda's Stuff, enjoys making lists all day, all the time. She likes to keep lists everywhere. She emails them to herself, she emails lists to her team, she writes lists on her phone, etc.
 3. **Meditate:** Natalie McNeil, Founder of She Takes on the World and media entrepreneur, finds meditating is the best thing that helps her focus. She also sets three main goals for the day, but meditation helps her keep her mind clear so it can focus on the important things.
 4. **Apps:** Jude Al-Khalil, Founder of BIKYNI, uses Any.do. He enjoys the simple interface to keep his personal and professional life on track. He especially loves the feature "Moment" where he can run through his daily to-do list at a specific time. You can also get rewarded for completing tasks, making an incentive to do things.



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5. **Email inbox:** Denise Lee, Founder of Alala, strives to organize her email. The only emails in her inbox are emails she needs to address; everything else has been filed into another folder.
 6. **Schedule:** Kevin Conroy Smith, Founder of The Number Project, spends 30 minutes before going to bed each night going over his schedule for the next day.
 7. **Health:** Candice Kumai, Author and Host of Lifetime's Cook Yourself Thin, suggests getting more sleep, drinking more water, drinking less alcohol, exercising 4-5 times a week, and eating a clean plant-based diet. She believes this gives her a **clearer mind and better brain function**.

- See **Boost Your Willpower and Concentration Abilities** for more information.

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