

# “Organizing”

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“**Organizing**” is just a matter of answering these very simple questions:

1. Do I have everything I think I'll need?
2. Can I grab it quickly?
3. How can I say it simply (Sound bytes, one-liners, rhyme your words)?
4. Have I allocated time for everything?
5. Did I leave time for the unexpected?
6. How may I best use 'waiting time'?
7. Where can I learn more?
8. Is my car in good shape?
9. Am I physically fit? Healthy?
10. Do I dress for success?
11. Is my speech professional
12. Do I communicate effectively both orally and in writing?
13. What about me is most likeable?
14. What is least likeable?
15. How can I get the highest level of support from my customers, boss, associates and allied departments...pay attention to the 'little things'?