

Let's Get Organized

by Kathy Enyart

Organization is a PROCESS and a TOOL. Why do we care about being organized? Being organized helps us reach our goals in an efficient way and leaves time to do the things YOU want to do. Organized people experience less frustration and stress. Disorganized people tend to be frustrated by missing deadlines because they have not prioritized.

The first step in organization is to have easily accessible supplies on hand. If you have to run to the store to make purchases, the original task may not get done. That's when things get put in the "I will do later" pile which creates clutter, and a cluttered workspace leads to a cluttered mind. Clean up your desk or work area before beginning to work.

Act on it, file it or throw it away - a good rule of thumb to being organized. If you are organized you should be able to find anything you want in three minutes. Procrastination is your worst enemy. Give yourself deadlines to complete tasks and then stick to those deadlines.

Plan ahead. Calendars are essential. The farther out you can plan and schedule, the better your relationships will be with parents, administrators, team members and your own family! Calendars need to be distributed to all involved groups and individuals, including dancers, parents, administration, athletic department heads, coaches and janitors.

Making "to do" lists (weekly and daily): Personal satisfaction is achieved when you are able to check off (✓) a job as "DONE." List your tasks in the order they need to be completed, and check your lists frequently to update your memory & priorities. Importance of a job can also be highlighted to signify "High Priority" or "Low Priority." Delegate duties to your team members, managers and parents. Delegating time-consuming tasks will free up your time to coach.

In order to become organized you need to have a good attitude and lots of determination and patience is also essential. Some of the supplies you will need are: file folders, three-ring notebook with divider pages, sticky notes, legal pad, index cards, highlighters and a three hole punch.

A three ring notebook for each school year is beneficial and resourceful. Here is a breakdown of how a notebook can be organized and divided:

- I. Team Roster
- II. Medical Forms
- III. Team Rules
- IV. Calendars
 - a. Practice Schedule
 - b. Performances
- V. Competition Information
 - a. Copies of all registration forms
 - b. Rules
 - c. Maps to competition
 - d. Results
- VI. Payment Forms
- VII. Spring Show
- VIII. Address Book
 - a. Team Member addresses
 - b. Suppliers addresses
 - c. Judges addresses
 - d. Hotel addresses

"That's Not My Job"

This is a story about four people named EVERYBODY, SOMEBODY, ANYBODY, and NOBODY. There was an important job to be done and EVERYBODY was sure that SOMEBODY would do it. ANYBODY could have done it, but NOBODY did it. SOMEBODY got angry about that, because it was EVERYBODY'S job.

EVERYBODY thought ANYBODY could do it, but NOBODY realized that EVERYBODY wouldn't do it.

It ended up that EVERYBODY blamed SOMEBODY when NOBODY did what ANYBODY could have done.

