

Step-by-Step Template: How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done



How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

Contents

Step One: Evaluating Your Business Structure.....	3
Step Two: Making the Commitment.....	5
Step Three: De-cluttering Your Space.....	6
Step Four: De-cluttering your Mind.....	8
Step Five: De-Cluttering your Workload.....	9
Step Six: De-cluttering your Email Inbox.....	10
Step Seven: Finding the Right Tools.....	11
Step Eight: Cleaning up Your Computer.....	13
Step Nine: De-cluttering Relationships.....	15
Step Ten: Plan for and Fit Outsourcing into your Business.....	16

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done



Do you feel like your business has gotten away from you? Are you in danger of being swept away in a torrent of confusion, work, deadlines and technology, all jostling like boulders in the rapids of your personal life? (You know: The one you don't seem to have, right now.)

You're racing to keep up with your business and everything else in your life, caught like a paper boat in a whirlpool. Or you're simply left in the wake, trying to catch up; no time or energy for anything else.

If this describes you—if you are in a constant state of overwhelm and it's hard to keep track of what you're doing—this guide is for you.

In it, you'll learn in ten practical steps how to evaluate your business, get rid of anything that isn't working for you and streamline your systems. Saving time and getting rid of clutter in every area of your work-life will energize and revitalize you.

You'll end up with a clearer vision of where you are now—and where you want to go.

Step One: Evaluating Your Business Structure

This doesn't mean evaluating in the way you would when you set up a business plan: It's much simpler than that... yet it's a step many home business sole proprietors never get around to taking.

Evaluate your business to see if your current status—sole proprietorship—is still the best structure; and how close you are to making the switch to LLC or corporation more advantageous or even mandatory.

Your best bet is to speak to your accountant, but you can determine if that's necessary right now by checking out the basic definitions of the different business structures.

1. Sole Proprietorship

In a sole proprietorship, you are both the owner and the business.

Advantages:

- Low startup costs, and minimal (if any) fees to pay to local authorities or the government.

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

- You can also get away without consulting a business lawyer, though if you can afford it, running your business plan by a small business lawyer is always a good investment.
- You can operate your sole proprietorship through your personal bank account
- You can operate under either your own name or your trade name (what people call your business)

Disadvantages:

- If you don't pay your business bills or you accidentally blow up a client's house while decorating, you personally can be sued and your assets—house, car, equipment, investments—can be seized.
- You can operate under your trade name, but you cannot have a bank account in that name or sign checks in that name. If your clients or customers pay by check, you will need to specify that all payables are made out to your personal name; not your trade name.
- May limit your ability to transfer ownership or get a business loan

2. LLC (Limited Liability Corporation)

Your business becomes a legal entity.

Advantages:

- If your business goes belly-up, only your business assets can be seized; not your house, your car or other personal assets.
- Bigger tax breaks (sometimes)

Disadvantages:

- You are legally obliged to file annual reports with the state
- You must pay annual fees to keep your LLC in legal operation
- More mandatory fees and higher fees than a sole proprietorship

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

This is the simplified version: If you are seriously considering changing your business status, do consult a small business lawyer and/or your CPA.

What it boils down to is this: If you are making a modest income operating under your own name and you do not see your business ever expanding, you can keep operating it as a sole proprietorship.

If your business plans include getting business loans, selling your business name or involving other people, and you are going to be expanding significantly, at some point you will have to switch your business to an LLC.

And if you have a business partner or want to transfer ownership, it is in your best interests to also incorporate your LLC.

We spent time on the issue of your business structure because it's a topic many people remain hazy about and end up never tackling.

The important takeaway is to **know where your business is going**: Do you plan to expand it within the comfortable limits of a sole proprietorship or do you have big plans for attracting investors or partners, securing loans and/or ultimately selling it as a company—a complete business entity?

Determine that now and you will be able to fit the LLC structure and incorporation (with all their fees and financial responsibilities) into your business plan.

Step Two: Making the Commitment

Determining if your company structure is still valid is just the first step in the process of evaluation. But before you sit down and start making lists, you need to fully realize and commit to what you are about to do.

Right now, you may be trapped in bad habits. Why would anyone do this?

At a recent meet-up, one small business owner explained it this way: "It's just easier to do what you've always done. Nobody wants to stop and re-learn stuff."

Okay; so it's a pain to stop everything, install a password manager and deal with the glitch little things that happen whenever you put constantly developing technology together with human beings. But here's the kicker...

Once you've set up a time-saving system such as a password manager and ironed out the glitches or learned to use it, **it will save you hours every week**—or even every day.

Take Sandy, who recently installed a password manager. During this same meet-up, she reported: "Nothing works the way it does in the manuals or videos. Apparently my Windows 7 is different from everybody else's in the universe, but finally I got [the password manager] set up and working with all my subscription sites and social networks.

"And I wish I'd done it sooner, because now all I have to remember is one single password. And I don't even have to enter anything for all my sites. I set [the password manager] as my home page,

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

so there's a list, and I just click on the site I want to enter—and I'm there. No more re-setting my password, opening my email client to look for the reset link, trying to remember where to file the password and becoming totally mixed up because I've got seven versions of the same password list on file—and the most recent ones aren't always the right passwords.

"Do you know how many times a week I used to do that?"

Right now, we're going to brainstorm and see where we can streamline your business. We'll look at a variety of ways, tools and resources:

- **Physical de-cluttering**—making your work space more ergonomic
- **Lifestyle streamlining**—eliminating or delegating tasks that no longer really need to be done (or done by you personally)
- **Online de-junking**—using tools and resources to save hours of time and cut down on profit-draining aggravation
- **Outsourcing**—making money by paying other people to take care of online tasks you find difficult or lose money performing

Step Three: De-cluttering Your Space

Do you have an office space that works for you? We'd all love that dedicated room away from family noise or chaos, but the really important consideration is that your office "space" works for you right now.

This could be a corner of your bedroom, or a desk in the kitchen if you need to keep an eye on little ones after school. Or perhaps it's an alcove on your upper landing. Or maybe you're lucky enough to have an actual room. With a door.

Just make sure that whatever space you use feels like the best choice for you and your lifestyle.

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done



How to de-clutter your physical work area:

Start by taking a good, hard look at your workspace, with fresh eyes. Pretend you've never seen it before.

- What works for you and what doesn't?
- Do you really need [that desktop CD holder, extra pen and knick-knack holder, glass ornament, *et cetera*]
- Can you consolidate equipment (e.g. get rid of your scanner and buy a printer that includes scanning)
- What don't you have that you really, really need?
- What do you miss all the time?

Make a list. And when you've finished writing it, grab three of boxes or bags and write in thick marker on each box:

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

1. **Donate**—Any item you never use, don't need and don't want to keep can go in this box. (Donating is a great way to get rid of items that are totally superfluous, but that you are sentimentally attached to: Enjoying the idea of someone else valuing them can make it easier to let go.)
2. **Re-assign**—Would that vase work better in the dining room? Could your teenage daughter use that extra CD tower? Reassign superfluous items straight away!
3. **Toss**—Anything that doesn't work anymore or that classifies as garbage should go out straight away. (Do you really want that empty Kleenex box on your desk all year? And those silk flowers are frayed, dusty and older than your middle child. Time for new ones—that is, if you still need silk flowers at all.)

But there's one more step you might have to take...

4. **Wash**—Um, yes. Sixteen used, fossilized coffee cups is sort of...abnormal. Well, okay, luckily there are only two or three (and a drinking glass). But take them away, wash them and solve the Great Coffee Cup crisis in the kitchen.

Take a second look at that donation box: Is there anything that might classify as an antique or unique curio? If so, **sell it**—either to a local antique store or on eBay. (But get it out of your office while you wait for a buyer to bid on it!)

Re-evaluate your storage solutions:



Are you actually using that old desk, or is the broken shelf inside only good for holding those ancient silk flowers you don't want to part with?

Treat yourself to a shopping trip: Check out places like IKEA, office supply stores and Target. See what storage options would work better in your office than the ones you have now. (And don't forget to finish off with a nice cup of Moccachino or Café Latte when you're done.)

The finishing touches:

We're done with the practicalities: Now let's nurture your soul.

- What would make working in your space feel more relaxing? More luxurious? More aesthetically satisfying? What item would help you really get "in the zone"?

For some people, it's a vase of fresh flowers: For others, it's music while they work. Whatever it is, make sure it increases both your well-being and productivity by inspiring, energizing or calming you.

Find a way to create the ambience and mood that helps you truly focus.

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

Your office should feel like your oasis—the place you are most yourself: The place where you find inspiration—and live your dream.

Step Four: De-cluttering your Mind

Streamlining the way you run your day-to-day business isn't just a matter of finding the perfect way to arrange your to-do list or finding the perfect program. Those things are important—but if you ever want to get your business under control, you need to ask deeper questions that focus on:

1. Who you are
2. How you work
3. How you learn
4. What motivates you the most
5. What makes you feel alive and totally in your zone
6. What feels satisfying
7. What feels like a reward



Before we get to that, however, we need to deal with the bogeyman under your bed: Namely...

- What **drains** you the most
- What makes you **procrastinate**



It's these two points that get ninety-nine percent of all small business owners eternally and unsuccessfully struggling to organize their online businesses. They get lost in procrastination habits such as reading news sites or spending time on Facebook because *they don't know what to do next*. This snowballs into a nightmare monster of chaos and overwhelm.

And if you do know what to do next, you're afraid... or overwhelmed. Success requires energy and alertness... the very opposite of soul-sucking procrastination and paralysis.

Taking steps towards success will most likely produce obstacles: Sleepless nights, overwork, underwork, overwhelm and interference by family members or ill health.

The key is to step away from whatever gets you procrastinating, and focus on the positives—on questions 1—7 on the previous page. Once you allow yourself the time (and space) to really think about each question and answer each, one by one, your de-cluttering will become much more focused—and effective.

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

You'll have a better idea which tools to choose and which systems to adopt.

It's **who and what we are** that determines how well (or how poorly) we organize our lives: All the systems and tips in the world won't help you, if you haven't identified your secret inner saboteur—and tapped into your inner warrior.

Step Five: De-Cluttering your Workload

Once you've completed Step Four, it's time to take action.

1. Make a list of all the tasks you do in a day. Print out or make **two copies**.
2. Pick up a thick highlighter in a bright, cheerful color and highlight all the tasks you love doing.
3. Take the second list. Pick up a highlighter in a different color and highlight all the tasks that:
 - a) Drain you
 - b) Bore you to death
 - c) You hate doing

The tasks on the second list are the tasks to which you need to immediately apply one of the following actions:

- Elimination
- Delegation
- Outsourcing
- Evaluation

Go through each task and ask yourself the following questions in turn:

1. Will my business or personal life suffer if I just drop this task?
2. Who can I get to take over this task?
3. Can I afford to outsource this task to an expert who can do it more quickly and efficiently than I can? Will the time saved compensate for what I'm paying out, in terms of return on investment?

Can I afford **not** to outsource it?

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

4. What is it about this task that makes it so dreary or unnerving for me? Do I need to set time aside to learn how to do it properly? Is it outside my area of interest? Does it feel like I'm wasting time? Does it cause procrastination or distraction?

Whatever else you do, don't procrastinate on taking this step! The more thought you put into each point, the more accurately you'll gauge your result.

TIP: Take into account your personal learning preferences when completing this exercise. If lists don't work for you, try mind-mapping software such as [TheBrain or dictate your thoughts on audio.](#)

That will lead to taking the correct action automatically—and effectively.

Step Six: De-cluttering your Email Inbox



If you're like an overwhelming majority of online business sole proprietors, you may have allowed your email inbox to become flooded with email after email, back in the dawn of time when you were first learning the online ropes and emails arrived sedately, few and far between.

You may even have made the mistake of mixing your business emails with your private emails in one account.

Or you may have created so many email accounts that you simply can't keep track of them.

All this leads to Email Overwhelm; and when your inbox is cluttered, your mind tends to clutter too. It's oh so easy to miss important emails... and give up on trying to stay in

touch with niche news you really need to stay on top of.

Method # 1: There's one really easy fix, if you have the courage to take this step—simply delete everything in your inbox! But before you do, be very sure there are no emails it is crucial to keep.

Method # 2: Use your email search box as a filter to find specific email senders you want to eliminate. Then highlight or group-check all the emails found from this sender with one click—and delete.

The advantage of this method: You can schedule deleting X number of email senders per day, so that it takes minimal time.

It is highly recommended you **unsubscribe** from each sender whose emails you are deleting first.

Method # 3: Use a program to help you sort and eliminate unwanted emails.

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

Try [Mailstrom](#) (no, that's not a spelling mistake: And it is ".co"—not ".com", if you're hovering over the anchor text and wondering.)

Mailstrom allows you to manage IMAP-compatible email accounts by indexing your emails and creating categories. You can also bulk-delete emails after sorting.

The beauty of this system: Your incoming email from that point on will automatically be sorted and organized based on the set up you have created. Mailstrom costs \$4.95 per month.

Streamlining your Mailbox:

To keep your inbox uncluttered, create new subfolders and drag the day's incoming emails into the proper folder before you even read them. Your folders should be organized into two basic categories:

- **Actionable** – these are emails you have to answer or that contain data you need to access and deal with: For example, renewing your annual web hosting
- **Archive** – Emails that contain information you will need to keep: Subscription site logins, receipts, important notices from your accountant or the government, *et cetera*.

Many experts advocate adding a third subfolder for items you want to check out later—but this can almost instantly transform into the slippery slope that sees you building up a collection of thousands of unwanted, irrelevant emails again.

If you do add a "read later" folder, schedule yourself to delete everything in it once a month—read or unread. (Move any gems you want to keep to a different folder.)

You can create sub-folders within your two inbox sub-folders. Or if you prefer, create them at the same level as your "Actionable" and "Archive" folders". Your business is bound to have categories unique to you, so do add them as needed.

More suggested folders:

- Receipts [year]
- Membership info
- Webinars
- Clients



Step Seven: Finding the Right Tools

Congratulations! If you've taken action on everything we've discussed so far, you are sitting in a pleasant, inspiring workspace, left with only tasks you love doing, tasks you are planning to

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

outsource and tasks you need to learn more about. (The rest, you've either delegated or eliminated altogether.)

Now it's time to make those tasks you are left with:

- More enjoyable
- More efficient
- More profitable

First, make a list of all those tasks you've decided to keep, but that **you need to learn more about**, in order to really process them effectively.

It is to be hoped there are no more than a few (three or less is best).

1. **Schedule time to learn** whatever you need to learn in order to master a task.
 - Is your time frame realistic?
 - Do you really need to learn how to do this task yourself?
1. **Take a course**, if the task or process you need to learn is essential to moving your business forward. Fit it into your long-term plans, rather than doing a sloppy job.
2. **Use apps, timers and other aids** to streamline your processes
3. **Find and use packages and templates** to shorten your workload
4. **Create an outsourcing strategy** for those tasks you don't wish to do yourself

Also ask yourself:

- "What is the one task or element of my business I most love doing that actually generates income?"

Everything else should support you and free you up to spend the major portion of your workday in concentrating on this money-making passion.

Apps, Tools and Resources:

If you spend a good portion of your day checking or using your mobile, consider using **mobile Apps** to increase your productivity. Schedule tasks for when you only have a chance to use your mobile, rather than trying to get them done during in-office time.

(For example, you can check your social media and schedule tweets or posts while your daughter is at hockey practice, if you like.)

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

Use **templates** to make writing-based or graphics-based tasks shorter—and more cohesive.

TIP: Templates can really help **reinforce your branding**. People subconsciously expect to see the same elements on websites. For example, if a copywriter ran a highly-successful PLR site, featuring an orange fish and blue, stylized waves in her site header and emails, people will see those colors (not even the fish and wave shapes) and instantly associate whatever is presented in those colors as associated with that copywriter.

If their experiences with the PLR site were good, they will get a warm, fuzzy glow: If they were frustrating or negative in any way, they will hit “delete” the moment they see those colors and graphics. (The colors alone will produce a knot-in-the-stomach feeling that will make them wary as they check out whatever is presenting itself in the disappointing site’s colors.

Use productivity tools to increase your efficiency. This includes software or services such as:

- Schedulers
- Organizers
- Alarms
- Mind-mapping software
- WordPress plugins
- Content accelerators
- “Help” desks

Just to name a few.

Make it a point to check out a new category every day, to see if there is the perfect tool for you. For example, on Monday you could browse through the [WordPress.org plugins directory](https://wordpress.org/plugins/) to see which plugins could make your life easier. (Check the reviews!)

As you search for the right tools and resources, don’t be fooled by alluring websites and dazzling bells-and-whistles. The top criteria to keep in mind is always:

- “Will this tool simplify my life?”

Step Eight: Cleaning up Your Computer

Now that you’ve analyzed your business and downloaded only the resources you need, it’s time to clean up your computer.

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

- Uninstall programs you haven't used in months and do not need
- Analyze your filing system on the computer
- If you haven't installed a central password manager, install either RoboForm or LastPass
- Invest in a cloud-based back up system to ensure all your files are retrievable, should you ever lose your computer
- Set up hard drive maintenance routines, if you haven't already done so
- Free up space
- Archive files you no longer use but absolutely want or need to keep.

Put them all in a single folder: Or numbered series of folders, (keeping in mind that smaller-sized folders restore much easier than gigantic ones). Then zip it, if you don't think you're going to access it unless the sky falls or some such unusual event.

(Some people find it helps if their online folders match their offline folders plus email folders.)

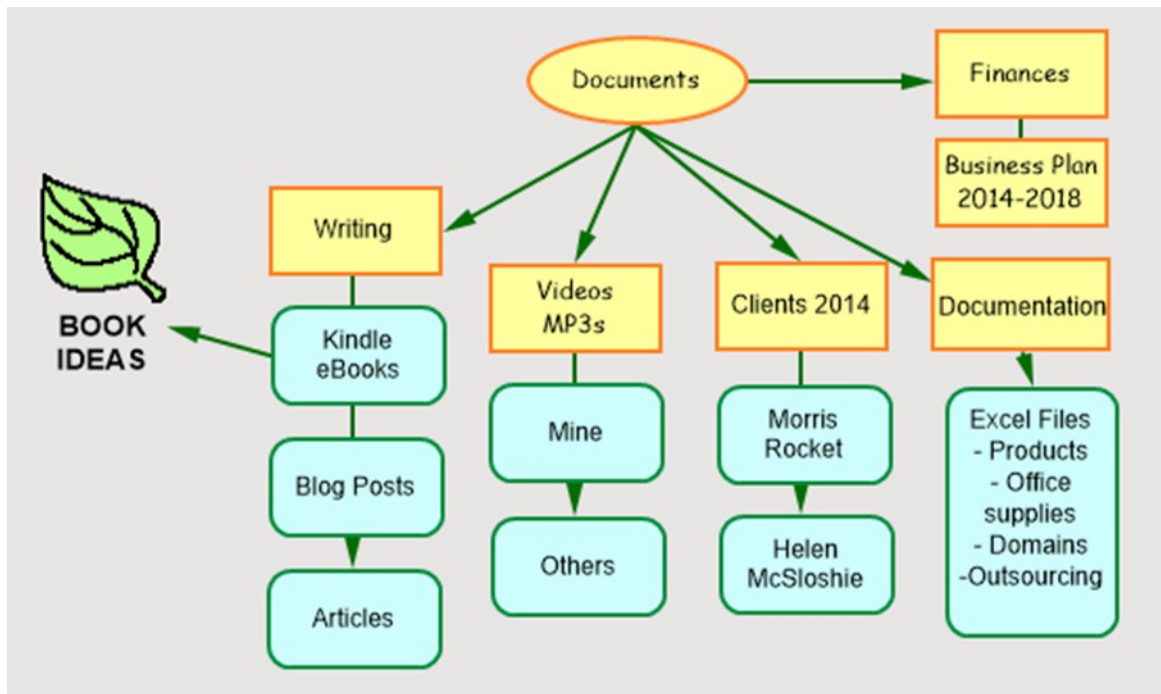
Get your files off the desktop:

It's easy just to drag or save files to your desktop and create shortcuts for just about every program you use, when you're "too busy to stop". But please resist the urge, no matter how "well" it works for you.

For one thing, if your computer ever experiences a fatal crash, a tech may be able to retrieve items on your hard drive—but, guaranteed, all the files on your desktop will be gone. Permanently!

Use mind-mapping software to plan and organize your folders before creating or re-organizing them. If software such as Freemind or TheBrain feel too confusing, find a kid's mind-mapping program—such as [Kidspiration](#)—for a cleaner, simpler view.

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

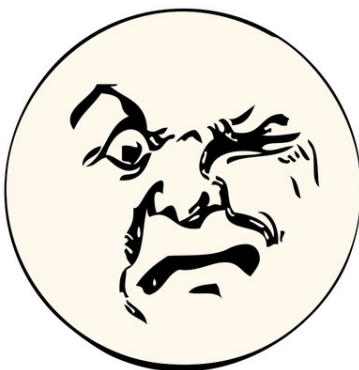


As for backing up your files, do it regularly. The easiest way is to subscribe to a highly-secure cloud service like [Carbonite](#), which automatically backs up in the background as you work.

If you don't like that solution for some reason, you can manually back up your most important files into a free [Dropbox](#) account.

Step Nine: De-cluttering Relationships

We are not machines. We need people. And even if we're quite happy with our own company, we need to deal with people too: Bank managers, outsourcing contractors, clients, family, friends, the car mechanic, our hairdresser... It's just life.



You can't choose your family—but you can choose to get rid of toxic relationships.

We're not going to go all pop-psychology on you, but here's the bottom line: If someone always makes you feel tired, drained, depressed or any other unflattering negative emotion, disengage. Stop associating with them.

Life is just too short.

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

Family is a lot more complex: We're stuck with them—to a point. Learn to speak up and validate your own needs. If you need to, invest in a little behavioral re-framing sessions with a psychologist or counselor who specializes in that.

Take an assertiveness training course. (Assertiveness doesn't mean you have to be blunt to the point of bludgeoning people: It simply means speaking up about your own needs—and what you will and won't accept from others.)

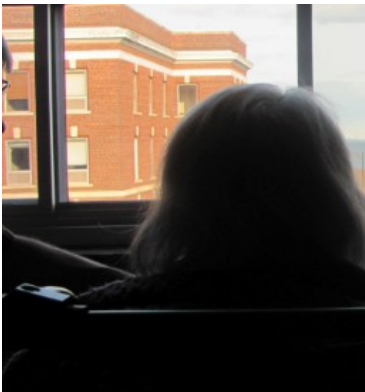
Save your precious energy for those who do appreciate you: Those who make you feel on top of the world; or who comfort and support you in helpful ways. (Make sure you reciprocate!)

If Friday Night yoga class has stopped being your oasis away from the kids—now you're missing them because you just don't see enough of them—drop it.

Practice Positive Self-Care:

When we say “self-care”, we mean taking care of necessities for our minds, spirits and bodies: Bathing regularly would be a simple example. Spending an hour a day meditating. Taking horseback riding lessons. Getting our hair done. Spending an hour after work at the beach. Going on a date night with your husband. (You decide what self-care would “look like” for you.)

It doesn't mean just being a pampered princess and it definitely doesn't mean being a self-centered diva. It means making sure our needs get met too—and we need quiet times, companionship, rest, nourishing food, hobbies and family activities, as well as keeping ourselves looking—and feeling—attractive and professional (or attractive and casual!)



Think of all the older women who spent their lives being taught they did not matter: Their duty was to pick up after others, enable others, rescue people who had put themselves in the middle of dilemmas and so forth: The sad truth is, they were not praised for all this self-sacrifice. You can talk to many of them today in nursing homes and geriatric wards. Some are angry: Some are just bewildered that the families and community they poured so much genuine love into have virtually abandoned them. It is heartbreaking.

If you work yourself to the bone, a frazzled grey shadow in the background, the people in your life will take you for granted, like the “house elves” in the Harry Potter books. All you will ever be is useful: Not loved or admired or emulated—or respected.

It's a much better example to our children—particularly our daughters—when we actively model balance, strength, self-confidence and assertiveness, as well as kindness and compassion and all those other nurturing values. Children become what their parents model by everyday example; not what parents say.

A child who has never seen her mother model self-confidence is far less likely to be able to assume that characteristic.

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

When you practice good self-care, you are still actively nurturing your family and your community—perhaps more deeply than you realize.

Step Ten: Plan for and Fit Outsourcing into your Business

You can be the most brilliant entrepreneur and multitasker in the world, but the truth is, you can't do it all yourself. There is a limit to how many man-hours (or woman-hours) you can invest per month against income brought in.

But there are many other benefits to outsourcing: When we hire specialists to perform tasks and oversee areas of our business where we are weakest or that don't directly bring in income if we spend all our time maintaining them, we are adding value and extra quality to the products and services we produce.

We are also creating balanced products that download and run efficiently. We reduce stress, increase our social proof and business stature—and please our customers and clients.

Outsourcing also gives us room to expand our businesses, when it is done properly.

Before you outsource a single task, however, you need to de-clutter yet one more area of your business: You need to eliminate confusion and zero in on your goals.

- Where do you want to be six months from now in your business? How much would you like to be making this time next year?
- Do you need to make that much? Could you be happy with less? Will you be happy with more?
- How many people do you expect to reach? Want to reach?
- How many units will you produce per month? Per year?
- How many hours can you realistically devote to your own unique money-making service?
- What—specifically—are your goals?

Once you have set your goals (in detail), you can focus all your efforts and energy on moving towards them.

You can also then answer the following questions:

- How many professionals will you need, to help you reach your goals?
- Who will you need, to get your business to the level you need it to achieve?

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

Most people start out small by hiring a virtual assistant (VA) skilled in the tasks they (the business owner) need support in. As your VA's assistance helps you to generate more profit, a strong reputation and a wider reach, you naturally begin adding more outsourcing freelance contractors.

Using online freelancers for your online business makes sense: You don't have to worry about the sort of taxation and governmental rules, regulations and restrictions that need to be taken into account when you hire actual employees; plus you are not responsible for salaries; only hours or projects worked. You can use outsource contractors as much—or as little—as needed.

But that is not to say you can't book your favorite contractor regularly: You can. It's important, however, to remember that your contractor will have other clients. Like you, she needs to make a living, so she will fill any gap you leave, so put her on a monthly retainer or commit to a certain service package from her every month. (This makes it easier to budget for outsourcing too.)

As your team grows—and if done properly, it will be a team—you should consider hiring a project manager to make sure that:

- Communication is clear between all parties
- Projects run smoothly and meet deadlines
- Important details are not missed

It is crucial, however, that you understand outsourcing and how to make it work for you from the moment you hire your first freelancer.

Take the learning curve time (and remove potential outsourcing disasters) by investing in free training from Melissa Ingold, who is widely acknowledged as an outsourcing authority.

You can find her time-saving, simplifying course at getmorefreetime.com.



Melissa Ingold has been outsourcing for the past 8 years!

Free Training Reveals:

The Simple Formula for a Stress-Free, Hands-Free Business!

- ✓ Where to "find" the money to outsource and what to outsource first (it's probably not what you think).
- ✓ The difference between outsourced tasks that make you money and tasks that will cost you (and how to make sure your virtual assistant is a good investment).
- ✓ How to organize your projects for increased results while lowering your expenses - and how to develop a system that keeps your business running smoothly (even when you're not around).

[YES! SEND ME THE FREE TRAINING! >](#)

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

And keep in mind—you can delegate or outsource walking your dog, cleaning your house and other real-life tasks too!

“But How Long will This All Take?”

The time it takes to de-clutter your business will depend on two factors: How committed you are to seeing it through and how long your business has been operating.

If you are just starting out, it will be easier to make adjustments. If you have been operating long enough to know your systems are a hopeless mess (along with your personal life and your immediate surroundings) it will take a little longer: Just remember, however, you can do it one area at a time.

Pinpoint the areas that slow you down the most (or add most to the chaos) and start with the most problematic “step.” Or if that seems too emotionally overwhelming and causes paralysis or procrastination, start with the simplest area.

Once you have licked it into shape, however, jump back to the most problematic while your confidence is still high and you are still feeling proud of yourself for accomplishing the first step (which is always the hardest to take; no matter how easy that step itself may be).

And a really nice strategy would be to reward yourself after each step (i.e. area) you clean up and clear from chaos. (Write down your intended rewards in advance, for further incentive.)



Successful business owners have all taken the journey you’re about to begin right now—cleaning up clutter in their businesses and lifestyles. So get ready to enjoy stepping into the company of the elite and de-junk your business—starting today.