



## Take A Small Step Toward Order Everyday

by Mike Murdock

Success comes through small steps.

Order and organizing your life is one of these important steps.

Here Are 8 Important Facts About Order And Organizing Your Life:

**1. Order Is The Accurate Arrangement Of Things.** Order is placing an item where it belongs. Order is keeping your shirts, ties and shoes in the appropriate place in your closet.

**2. You Were Created For Order.** Anything that slows you down emotionally or mentally will become a distraction.

**3. Order Increases Comfort.** When you walk into a room of order, you want to stay. Things are "right." You feel clean, energized and happy. When you walk into a room of clutter and disorder, an unexplainable agitation begins. Perhaps you cannot even name it or understand it.

**4. When You Increase Order In Your Life, You Will Increase Your Productivity.** Filing cabinets, trays on the desk, and special places for folders make it easier to get your job done on time.

**5. Order Eliminates Stress And Agitation.** Have you ever shuffled paper after paper in search of a bill? Of course! When you finally located the bill, you were agitated and angry. It affected your entire day.

Disorder influences your attitude more than you could ever imagine.

**6. Every Tiny Act Of Your Life Will Increase Order Or Disorder Around You.**

**7. Everything You Are Doing Is Affecting Order In Your Life.** Think for a moment. You get up from your breakfast table. Either you will leave your plate on the table, or you will take it to the sink. The decision you make will either increase the order or disorder around you. (Leaving it on the table increases your work load and creates disorder. Taking it to the sink immediately brings order.)

It happened last night for me. I took off my suit coat and laid it over the chair. I didn't really feel like taking it over to the closet and hanging it up. However, realizing that I was going to have hang it up sooner or later, I walked over to the closet and hung up my coat. I increased order around myself immediately.

Every moment you are increasing order or creating disorder around your life.

Small tiny actions can eventually produce chaotic situations.

**8. Every Person Around You Is Increasing Order Or Disorder.** Some people have an attitude of disorder. They are unhappy unless everything is in disarray and cluttered. Others refuse to work in such an environment. Their productivity requires organization.

Somebody has said that the arrangement of things in your garage reveals much about your mind. (Somebody asked me once, "Does this mean if I do not have a garage, that I really do not have a mind either?" (Smile!) I certainly hope that is not the case, but I am certain psychologists have come to some pretty accurate conclusions.)

### Why do we permit disorder?

1. Many of us were raised with those who are unorganized. Large families, busy life-styles, or small, cramped apartments can contribute to our attitude.

2. Some people do not know how to separate and organize various items around them. They need



assistance.

3. Some people have unusual sensitivity and are simply gifted in keeping order around them.
4. Creative people are often disorganized people. Their focus is change, not permanence. Their attention is on their future, not their present.
5. Busy people moving from place to place are often disorganized. Their mind is on where they are going instead of where they are.

**Some helpful hints:**

Recognize the long-term chaos and losses that disorder will create. If this continues, your momentum will eventually destroy you and your productivity. Successes will become fewer.

Take a long, hard and serious look at your personality and what you can do to take steps toward change.

Ask others who are gifted in organization to assist you and keep you on course. (I read where Donald Trump said a that he hired one woman whose entire job is to keep things in order around him.)

Do not berate yourself and become overly critical because of your lack of knowledge, giftings or ability to keep things in order.

Recognize those who God puts close to you who can correct things around you and keep things in order.

Don't try to justify yourself. Relax.

Take a small, tiny step today toward putting things around you in order. It is commendable that you are planning to take an entire week of your vacation to put everything in order in your house next summer. However, I suggest you begin this very moment taking some steps to put things in place here in the room.

Just 20 minutes makes a major difference. Little hinges swing big doors. You can get anywhere you want to go if you are willing to take enough small steps.

So, take an important step toward order every moment of your life.

It's One of the Golden Secrets of Career Success.

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