



PROFESSIONALS OF AUSTRALIA

HOW MUCH DOES DISORGANISATION COST YOU OR YOUR BUSINESS?

Statistics show the average worker loses at least one hour of productivity each day due to disorganisation. Complete this simple formula to calculate the cost – brace yourself!!

1 hour x one worker's hourly salary = ____\$ lost today

5 days a week x ____\$ lost today = ____\$ lost this week

48 weeks x ____\$ lost this week = ____\$ lost this year

Number of employees x ____\$ lost this year = ____\$ total!

That's the total amount of money you or your business loses each and every year due to poor organisation and inefficiency!

Fantastic ways to LOSE money.....

- **Missed payments.** Most payments can be deducted automatically, but a few can't, and the account can get lost in the shuffle. Late payments cost extra money.

Have a system for bill-paying – at home or at office. Set up reminders so that you don't miss discounts and aren't penalised for late payments.

- **Missed rebates.** Rebate deals can be really good. But if you forget to turn them in, it's a bad deal.

- **Emergency purchases.** You were sure you had another box of nappies. Now you have to dash down to the corner shop and pay several dollars extra.

If you have a running shopping list every week you should rarely find yourself in this situation. Scan each recipe you are going to cook for the week and make sure all the ingredients are in your pantry. If not put it on the shopping list. Ensure that you also have your basics on hand – items you use regularly.

- **Spoiled food.** Statistics show that Australians throw away 20% of food purchased per week – that is at least one out of five bags of groceries every time we go shopping. Draw up a meal plan once a week before shopping. Aim to cook with all the fresh food in your fridge during that week so nothing gets thrown out.
- **Throwing money out the window.** That store credit you received when you returned that unwanted gift? The one that was on the slip of paper that was the only record of the credit? The one that the cashier said not to lose because it's like losing cash?
- **Buying things you already have.** The one you have is still good, but it's either buried under something and you can't find it, or you don't remember that you have it.

- **Extra trips to the store.** Another few litres of fuel burned up to take back the item that was the wrong size or to buy something you forgot you needed.
- **Dining out a lot.** Because you ran out of time in the morning and didn't pack a lunch.
- **Stuff breaking before its time.** Forgetting to put the car in for a regular service can cause expensive surprises.
- **Failing to minimise risk.** Not linking business strategies and people management which can lead to lawsuits down the track.
- **Missed tax deductions.** Mileage as a business expense? Donations made to charities? These can be tax-deductible under some circumstances, but only if you have adequate proof. No proof, no deduction. Keep a file or a secure box with a lid with all of your receipts. As soon as you get the receipt or after cleaning out your bag or briefcase put the receipt in your filing system straight away. Not on the bench or in a junk drawer. At tax time it's much quicker and easier to have all documentation together rather than rummaging all over the house.
- **Missed opportunities.** Most people don't take the time to take a step back from their business to put thought into planning, networking, and development. They're too busy running the business and chasing their tail, therefore missing out on potential opportunities.

Take the time to step back and take stock of where you are at and where you want to be going. Most business people say that they don't have the time to do this but you can't afford not to. It's only when you step back or seek other professional advice that you can see how you can be doing things differently or what new opportunities you could be working on. It also gives you a chance to see how the business operates without you if you have good systems in place – like we were talking about last week – you should be able to leave the business for a short time without worry. By being organised you can work more on your business rather than in it.

- **Overdue charges.** DVDs buried under the pillows on the couch found days later.

When you finish watching the dvd put it next to your keys on the bench or even in the car. This will automatically remind you to drop it off next time you're in the car.

- **Huge amounts of lost productivity.** Many people spend months of their life looking for something that has been misplaced. Some people only work at approximately 25% capacity because all of the visual and mental noise of disorganisation that can wear them down. Disorganisation can be overwhelming so people tend not to know where to start.

Put in place efficient filing systems that suit you. Make a conscious decision to get organised and don't put it off. Get the clutter off your desk. Every piece of paper should have a place. Don't handle a piece of paper twice. Deal with it – file it, throw it out or actually complete the work required for it. Think about the impression you are making on customers and clients when you can't find an important piece of paper and how much potential business you're losing when they witness this.



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