

## Get Organized To Make Money Online

Running online business requires expert organizing and prioritization skills in order to keep you on top of everything. It doesn't matter how bright or skilled you are. If you can't find time to sit and plan your day's schedule, you will never succeed here.

I did discuss about the 4 keys to success in my previous article. The first one was how to be organized in your day-to-day schedules. Here, I would like to share with you some of the things that I do to keep my work organized. I've been following these tips for over 5 years and have worked well for me and. Here I am not saying that it is sure shot to work for every person. However there is nothing wrong in giving it a try and IT MAY JUST WORK FOR YOU as it did for me.

The very first step here is to allot time and sit down with a piece of paper for this task. Each day the first thing that I do is actually write out exactly what it is that I want to accomplish and give myself a time frame for getting it done. I will give you an example so that you could see the point I am making that.

If suppose I want to create an informational product:

- a) The first thing is to decide on the topic to begin with;
- b) then have to evaluate how much information I want to put into it;
- c) where and how would I possibly find all the information I need for this; and
- d) last but not the least estimate on how long I think it's going to take me to finish it.

What I would do would be to actually write out a detailed work schedule for the task. As I am a person who normally works on more than just one task at a time as I have many businesses to run and many products to support, what I do is to really multitask my schedule. In the process, I allow time for items that are currently in existence as also allot some time during the day to work on my info products.

The next step is the toughest one. That's is to try and stick to what you have scheduled for yourself. This means once the allotted time to work on a particular project has elapsed, I am done for the day for that bit. I will then either move onto my next project or, it's my time to call it a day for that day. I am quite rigid on this part and I don't work against the schedule on it until the next day. If you are not very particular with this, you will end up spending more time on things than you should.

In addition to time management, I also try to keep spreadsheets with each item I need to take care of. If things come up during the day, such as emergencies like emails from customers then I will jot them down in a column called "urgent tasks" and try to fit them into the schedule so that they are taken care. And as each such emergency task is completed, I cross it off and remove it from the spreadsheet.

Whilst as a process this sounds simple, but believe you me, it becomes increasingly more and more difficult when multiplicity of task increases. In fact, you'd faint if you happen to see my daily schedule sheet as I work long hours as I am into lot of things as mentioned above.

But if you are a beginner in this business with say, only one business at hand then getting organized should be very easy. So if you get into the routine early, it will carry you through to the times when things start to get crazier.

## About the Author

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