

Get Organized - Execute

I had always thought that being organized was an inherent skill that people either did or did not possess. It was clear to me that I was not an organized person. During my college and medical training, it was such a challenge to keep on top of my “to do” list, that I did not need much more structure.

When I began my practice, the structure of rigorous training disappeared and I realized I needed to learn some type of organizational skills to deliver high-quality medical care. I picked up a book, *The Organized Executive*, by Stephanie Winston. It was excellent and I learned that getting organized is an easily mastered skill.



I read many additional books and took classes to deepen this skill set. There are many ways to add depth to it. As you learn tools to solve your pain, it is critical to implement some of them daily and also to continue to learn. You will not be able to step back into the life you want to create without an organizational system. I would suggest the following steps.

- Pick an organizational system you feel you would like to learn. Take the time to learn it. Don't just purchase a day planner. Learn the skills required to take advantage of it. Here are a couple of suggestions:
 - David Allen's seminars and book, *Getting Things Done (GTD)* invaluable.
 - *The Organized Executive* by Stephanie Winston
 - Franklin Covey organizational systems
 - There are many others
- Learn one of them.
- Decide whether you want to implement it on paper or use a computerized system.
- Use it. Don't let yourself off the hook.

Stimulating meaningful neuroplastic changes in your brain requires repetition. But it requires specific focused ones. It has been demonstrated that random repetitions that approximate what you are trying to learn is actually counterproductive. Getting organized, in addition to allowing you to implement effective interventions, having control of your schedule (life) will also lower your anxiety (which is the pain).

If you step back and look at the big picture, consider that we have a choice of running our lives in an endless crisis management mode or methodically taking charge. Getting organized is not difficult and is the better alternative.