

LESSON IN LIVING

FIFTEEN TIPS ON BECOMING ORGANIZED

Elma Allen Milano

Having taught music lessons to students who were scheduled half-hour apart for sixty years, I learned to be aware of my time. This carried over into the work world when I operated Milano Music Center and served in politics. I hope these fifteen steps I followed will now help others:

1. Let your desire to be organized lead toward the goal of giving service.
2. Go to bed early and get up early.
3. Pray, meditate, study, evaluate, and plan.
4. Write plans down, keep them current, and post your journal daily.
5. Concentrate, work hard, and follow plans.
6. Follow through, finish up, and tidy up.
7. Have a place for everything and keep everything in place.
8. Make a time and motion study on yourself.
9. Use schedules, checklists, forms, and memorize routines.
10. Learn to focus, keep first things first, and avoid distractions.
11. Wear the right apparel, use the best equipment, and develop good work habits.
12. Follow Cycle of Progress: Learn, Train, Delegate; Inspect, Retrain, and Reward.
13. Gain control of Five Key Times: Arise & Retire, Leave & Return, and Meals.
14. Simplify & Purify your life.
15. After all is said and done, listen to the Spirit and let God direct you.

Elma is the 83-year-old founder of Milano Music Center and former member of the Mesa City Council and the National Speakers Association. Lessons in Living are gleaned from her teachings and experiences. The entire series may be found on lintonmilano.com.