

How to Organize a Business: Business Organization Tips

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Good business organization can keep your operations running smoothly. Follow these 7 tips to on how to organize a business so your company runs like a well-oiled machine.

1. Define your business goals and plans

Write down your business goals and how you plan to achieve them in a clear and precise way and stick to it. Keep this plan visible to remind yourself of your plan from day to day. Buy an organizer or use software to do this.

By studying and sticking to your plan, you can evaluate your position as to where you stand and make any necessary adjustments to get back on track.

2. Keep yourself and your employees motivated

When you and your employees are happy at work, it shows – and customers notice it immediately. It also improves efficiency and that shows your customers that you and your team are well- organized.

Keep rewarding your employees with any method that you feel works, so as to keep their morale high.

You can also use software like Advance Systems to help you manage your workforce. Tools like this help with business organization.

3. Plan according to business organization needs

There are some things that need to be planned daily, weekly, monthly and yearly. Make a list of these items and schedule them accordingly. Daily planning should be done in the early morning or in the late evening the previous day. Before you go to bed (or even earlier, perhaps before you leave your office), make a list of the top 5 things you want to accomplish the next day.

You can use printed day planners, a simple notepad, or a mobile or desktop application to keep track of your activities.

Tools like Wunderlist, Google's Tasks, and Apple's To Do list can make your life easier. And with new products like Google's Home Mini and Amazon's Echo Dot, you can have a voice-activated personal assistant to create lists and remind you of meetings.

For other parts of your business, use accounting and product management tools to plan your stock, increase product rotation, and manage your expenses – thereby increasing your cash flow and profit margin.

4. Organize your office items

Clutter affects business organization. Keep your office or store as neat as possible. Store items that you require every day in the same place so that you do not have to hunt for them every time you need them. Tidy filing systems will make your life so much easier.

Here's a little tip on how to organize a business that will take you a very long way: when you reduce the visual clutter around you, you will reduce your mental clutter automatically. That frees your mind to come up with creative ideas to get customers and build your company. We take imagination days regularly.

Clear out items that you do not need or have not used in a long time. This will prevent lost time, helping you to concentrate on important issues instead of trivial things.

5. Adhere to your commitments

Keep your promises to customers, suppliers and employees. Making payments on time to your suppliers indicates a well-organized business.

Making deliveries at the agreed upon time to your customers will win their trust and will help you in getting repeat orders, as well generate word-of-mouth advertising.

6. Keep in touch with clients and prospects

Keeping in touch with your customers indicates that you care about them and value their business. Send regular notes or emails about new products and services that you offer.

Even better, send educational material that shows off your expertise. This is different than sales material. Educational content marketing provides insight into industry trends and alerts. This positions your company as a trusted resource, making it very hard for your competitors to steal your clients.

Mail your customers birthday cards or greeting cards on special occasions and holidays. This shows a lot about how organized your business is. Several email marketing tools like MailChimp allow you to store a customer's birthday and send an e-card automatically.

7. Use that computer

A computer is like having an extra brain. Use it as much as possible. Do your accounting, inventory, delivery scheduling, and even your letter writing on it. It will save you a lot of time and effort – much more than doing these tasks manually.

With newer and faster applications, it is now possible to have a paperless, uncluttered office. Having access to data at your fingertips indicates good business organization. Just don't forget to make a regular backup of your data.

The more organized your small business is, the easier it will be to operate day-to-day, leaving you more time to concentrate on increasing your profits.