

Introduction to the kAos Core Four™ System

What will *Getting Organized* do for me?

How organized you become is your personal preference but getting organized is an essential requirement for optimum productivity and peace of mind. When you are organized, you are clear about what needs to be done and less stressed about having to do it. Being organized in your work space allows you to stay focused on the activities because you have reduced the surrounding distractions. And, most importantly, you are able to execute day-to-day functions with ease and speed.

Keep it Simple

Using the kAos Group Core Four™ office system will assist you with creating an organizational structure that your business needs to keep it strong so that it can grow!

To-Do

To-Pay

To-File

To-Read

Using the Core Four System™ in your day to day life will help you in the following ways:

To - Do

Your To-Do will help you:

- ✓ Save time
- ✓ Assess how long tasks really take
- ✓ Create accurate time blocks for Email, Phone calls, Filing, Meditation, etc
- ✓ Stay focused **and** on track
- ✓ Reach your goals
- ✓ Get more done – faster!

To - Pay

Your To-Pay will help you:

- ✓ Pay bills on time
- ✓ Keep them all in one location
- ✓ Avoid late charges
- ✓ Find them easily
- ✓ Create billings systems
- ✓ Stay on financial track
- ✓ Empower you to grow financially

To - File

Your To-File will help you:

- ✓ Create a permanent holding zone until papers are put into the filing cabinet
- ✓ Develop an effective system for delegating responsibilities
- ✓ Stay focused on tasks and file later
- ✓ Be more efficient. You can file while on hold or when you need a break from other tasks
- ✓ Create consistency in your environment
- ✓ Manage your bookkeeping and accounting processed
- ✓ Reduce piles of papers
- ✓ Eliminate lost paper problems
- ✓ Organize your taxes more easily

To - Read

Your To-Read File will help you

- ✓ Catch up on reading because you can take it with you to appointments and read while you wait
- ✓ Keep yourself updated with your industry magazines
- ✓ Effortlessly mark pages with a highlighter or tabs that stay with reading materials
- ✓ Read more often
- ✓ Enjoy a break in the middle of the day to read an article or two
- ✓ Schedule time to read especially if you have a lot of materials to go through
- ✓ Recycle – bookmark reading materials that you can access on line

Excerpts from the kAos Survival Essentials: An Entrepreneur's Guide to Success