



Organization as a Lifetime Habit



Art Waskey

Art Waskey is a national speaker who delivers with power. With his 50 years including senior executive business management, he consults with business owners, leading them in growing revenue at accelerated rates. Art is an author of multiple books on sales and writes weekly and monthly columns, *The Art of Sales*. He shares these insights as in-demand virtual events and conference speaker as well as leadership consultant. Check out his Posts on LinkedIn or the website. For services, contact Art at 720-341-9405, artwaskey@ispeakd.com, www.impact-speakingdynamics.com.

As business people seeking success in a competitive environment, we all focus on finding the best practices. Thirty years ago, I was inspired by a seminar given by Bruce Breier of BHB Consulting Services. He encouraged us to make organizational tools into lifetime habits. This was his formula for success.

Three important elements

To succeed, Breier suggests incorporating the following three elements into your business approach.

1. Passion

• **For your self: To be successful you must be passionate about finding the place where your intellect and behavioral style meet.** Intellectually I am gifted in mathematics. My behavioral style leans toward me being a dominant and influential personality. Academically, I earned a Mechanical Engineering degree in keeping with my intellect. However, sitting quietly behind a desk doing engineering work did not match my more outgoing behavioral tendencies. Recognizing this, I pursued

a career in technical sales, a position that required both engineering and selling skills. I found great success.

• **For your job:** You must demonstrate passion for the work you perform. I consult with many people struggling to succeed because their lives are not in sync with their jobs. The corporate culture they are part of might not be a good fit, or they are in the wrong job. In his book “Good to Great” (jimcollins.com), Jim Collins expresses this concept in a clever way. He says to succeed in life “you need to be on the right bus and in the right seat.”

• **For people: If your passion for who you are and for your work coalesces, you’ll have passion for the people you serve.** Isn’t that what life is really all about? My desire to work with people led me to pursue more education in writing and public speaking. In my 60s, I earned a Master of Ministry in Church Planning and Leadership Development. Now in my 70s and financially independent, my passion for people keeps me engaged in consulting work.

2. Discipline



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Discipline requires the use of effective organizational systems. In my work as a consultant I have expanded on Breier's original concepts and developed 10 specific organizational tools. These tools fall into 4 management categories: Communication, Information, Planning, and Time Management.

3. Action

Passion and discipline alone accomplish nothing without taking action. To succeed you must do. America's top business leaders have all demonstrated that, by combining action with passion and discipline, you can achieve great success. Consider these examples: Elon Musk (CEO of Tesla, SpaceX, and Twitter), Tim Cook (CEO of Apple), Jeff Weiner (CEO LinkedIn), Mary Barra (CEO of General Motors), and Carly Fiorina (CEO of Hewlett-Packard).

We all have multiple tasks to accomplish each day. Yet, we must work within the very human limitation of "doing one thing at a time." To work within that limit and maximize your effectiveness, use the best organization disciplines available. These allow you to remove thoughts that clutter the mind and lets you focus on priorities. **With a well-organized approach to business as your basis, you can apply your passion to the job at hand and take meaningful actions.** That is a formula for success.

Organize for success

5 KEY TAKEAWAYS

1. Make organizational tools into lifetime habits.
2. Be passionate about who you are, your job, and the people you serve.
3. Be disciplined. This requires the use of effective organizational systems.
4. Take action. Passion and discipline alone accomplish nothing without taking action.
5. With a well-organized approach to business as your basis, you can succeed.