

## Why be Organized?

### What should I know about being organized?

How you condition your habits will determine your successes. Habits become habitual because of repetition. Positive or negative, these same habits will either build you an empire or destroy it. We all know people that seem to win, win, and keep winning. These individuals have programmed themselves to only accept positive results. One of the key ingredients to build a successful winning career is to get organized and stay organized. If you are interested in making this year twice as productive as last and are committed to really make leaps and bounds in your career I suggest you take two to three full days to organize yourself and start this year off with a bang.

Good organizers can get more done because they know exactly what they need, where it's kept and when they're running low on important items. Organizing your home office will save you lots of time and money. Since being an actor is essentially having your own business, it makes sense to set it up correctly with all of the supplies you'll need to run efficiently. You can't afford to lose an audition address, forget to pay a bill or run out of envelopes for your head shots.

### What office supplies should I have?

Below we have put together a checklist for you to use to set up your home office.

- Address Labels
- Desk
- Pens
- Self-sticking notes
- Staples
- Three-Hole Punch
- Pager
- Postage
- Thank You Cards
- Answering Machine
- Envelopes
- Pencils
- Rubber Bands
- Thumb Tacks
- Note/Index Cards and File
- Passport
- Receipt File
- Computer
- Bulletin Board
- Filing Cabinet
- Highlighters
- Stapler
- Tape
- Daily Planner
- Picture Postcards
- Stationery
- Fax Machine

### What should my next step be?

If you are serious about producing results for your acting career, fill out the order form below and request your on personal copy of "A-Z How to Make it in Show Business" Guide by Nelson Parks.

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