Systems

The idea of systems causes concerns for many as they see visions of work and a process they have to follow.

Systems are good, as they are processes and steps you follow. Unknowingly, you have made many of your own systems in life, and they work subconsciously, or automatically in your daily life. They are so automatic, you do not notice them or consider them systems.

Systems create a repetition of how you do certain things, so that you do not have to think about them. If you focus on it, you will find many systems you unknowingly use in your daily routine. Think of driving to work and the fact that sometimes you arrive at work and have no memory of the actual drive itself.

Actually, systems are good and beneficial in that they become automatic, and you do not have to think about them. The system, by way of our subconscious, just gets it done with little thought. It is those things that are not in a system that take so much time and thought.

When you have something that you will do on a regular basis, you will find it most beneficial to make a system and follow it the next few times you do that task. As you continue that system, you will find it easier and easier until it becomes automatic. There is no reason to reinvent the wheel each time.

Too often, we say we are too busy to do something. We rush through part of it and then, when it blows up, we then have to spend the time to fix it. How many things are like that in your life? How many things do you do in haste, knowing it is not right or done as well as you'd like it to be? How many times do you have to reinvent the wheel?

Once you know you will be repeating a task, take the time to break it down into a system. Yes, it takes time and focus. However, it will save much time in the future. Learning to pay bills on line is a recent example. Once you learn it and know the system, you will save a great

deal of time, postage, and paper. However, you must first learn the system.

Go fast by taking the time to slow down and learn or create the systems you need in your life. You will find the results more accurate, easier to do, and taking less time. When we realize the results, we know that systems are our friends.

Systems are your friend. Take the time in the beginning to make the system and then streamline and improve it over time. You will find it will give you the gift of time as well as accuracy.