# Getting Organized: Your Guide to Planning the Perfect Work Week

There comes a point in our lives when we not only crave structure and organization, but we *need* it. Not only do we need it for our own peace of mind and to have security in our lives, but we need the time management skills that will provide us with the most productive work week possible so that we can make progress in our personal and professional lives.

A lot of people with an artistic vision may find themselves feeling confined or oppressed by the rigid structure of corporate office styles, but the truth is that a little bit of structure can go a long way in helping you to make your artistic visions into realities. Whether your goals are creativity based or not, organization is a key tool in providing yourself with the structure you need to thrive.

But how do we get ourselves organized when so much of our time is already spoken for and life can be a hectic and chaotic journey full of unpredictable events and setbacks? Why bother trying to carve out a routine for ourselves when it is unlikely that we will be able to stick with that routine? Isn’t that more of a waste of time than just trying to do our best moment from moment?

No. Organization is never a waste of time. When we sit down to mull over our work week, we are providing ourselves with the structure we need to get into the mindset to achieve our goals, whether they are personal or professional. The term “work week” in this sense is used loosely to refer to whatever it is that you find important to accomplish. The goals that you intend to work toward define the work week that you are planning.

Some people thrive from planning their lives hour by hour, day by day, while others work best with a general guideline to help them through the week. Whatever works best for you, do it. Start out by being as detailed as possible, but leave yourself a little bit of wiggle room. Sometimes things do just pop up that you weren’t counting on. Rather than getting bent out of shape about it, make sure you have some time put aside to account for these moments in your schedule and make up for the time that you missed spending on that particular task.

Planning is meant to be a helpful, not a harmful tool. If you feel that you have a daily routine that is already working for you, then great! You can set your goals in a planner or calendar on a daily or weekly basis without having to work around your other obligations.

Shifting your work week to meet your goals can be fun if you let it. Think of it this way: you are putting in the time to write the blueprint you need in order to become the master of your destiny. What could be greater than that?