



## TOP TIPS TO STAYING ORGANIZED

Organized people don't waste time. They recognize that keeping things organized goes hand-in-hand with staying productive. They make and keep schedules for the day and week. They make deadlines and set goals. And most importantly, they stick to them!

### 1. List of Things To Do

- Prioritize Tasks
- Look ahead for preplanning
- Break down large projects into smaller chunks
- Use Microsoft To Do lists that travel with you

### 2. Use a Planner (In pencil)

- Set deadlines in advance of project due date
- Record daily/short term and long term dates
- Don't procrastinate on tasks
- Allow flexibility in your day for the unexpected
- Determine if you need to be present at a meeting or can zoom

### 3. Give Everything a Home

- Declutter regularly – Clutter is delayed decision making
- Provide clean space in which to work
- Keep most used supplies close by

### 4. Delegate

- Communicate expectations clearly
- Provide resources and support
- Be patient, give credit where due
- Explain why the task is important
- Take ownership if the delegation results in failure



## 5. Phone

- Use voicemail to screen calls
- Block time or set appointment times for return calls
- Put personal phone in a drawer and only check at scheduled times

## 6. Computer

- Unsubscribe to sites not used
- Block time to check emails, set up folders so emails can easily be found
- Create a “work only” browser so not derailed by notifications

## 7. Take Care of You

- Learn the word **NO** and use it– Focus on what’s important
- Take regular breaks at work to recharge
- Get good sleep and deal with stress through what makes you happy
- Allow yourself and others grace and benevolence
- Set a limit on how much you will do in the day

## 8. Paper

- Go paperless wherever possible
- Use different color folders/files
- Use the one touch method, it must go where it belongs upon receipt

## 9. Avoid Multitasking

- Stay focused
- Get into a routine
- Do most challenging work when energy level is high

## 10. Manage Your Time

- Schedule quiet time for projects
- Use commute time
- Arise early
- Use Playlists instead of clock to gauge the time
- Read or revisit the book – 7 Habits of Effective People