



Eight Tips to Help You Get Organized at Work

Success is a result of long-term planning and daily action. Good organization helps you gain control of your time so you can plan and complete the tasks needed to achieve your goals.

Here are eight organizational tips that will help you reach your long-term goals at work:

1. FOCUS ON WHAT'S IMPORTANT.

Remind yourself of your long-term goals and revise them when necessary. Set daily priorities to meet your goals. Keep photos of your family or inspirational pictures nearby.

2. MAKE LISTS.

Make daily, weekly and monthly to-do lists of important tasks. Review your daily priorities at the beginning of each day.

3. MANAGE YOUR TIME WELL.

Schedule quiet time at work to accomplish tasks that need extra concentration. Do your most challenging work when your energy is at its highest; save less demanding work for other times. If you tend to procrastinate, focus on the sense of accomplishment you'll feel when the job is done. Use commute time to plan your day's activities.

4. USE CALENDARS AND PLANNERS.

Check your work calendar daily to review your activities and avoid conflicts. Write down all commitments in pencil rather than trusting your memory. Use planning and scheduling forms and software to help you map out long-term projects.

5. DELEGATE TASKS.

Assign tasks to others when the task is not on your level of expertise. Provide adequate training and feedback on assigned projects.

6. MANAGE YOUR MAIL AND PHONE CALLS.

Sort incoming mail into categories by priority or action. Use voice mail to screen phone calls.

7. REDUCE CLUTTER.

Clear your workspace. Keep only the most critical items and information you need daily on the top of your desk. Archive resource materials you rarely use. Toss out duplicate information and materials that will soon be outdated. Leave blank space on bookshelves for growth.

8. STAY ORGANIZED.

Organize files by priority and keep the most important ones within arm's reach. Spend 15 minutes at the end of each day clearing your desk and 15 minutes the next morning planning for your day's activities. Review items one through seven on this list.

