

Organizing Yourself for Work



Essential Tips

courtesy of CEC~JPC





#1: Organizing Your Work Place

- Figure out a system that works best for you
 - Some like their desk clean, others work well with messy. Bare in mind that your desk is also **your impression** to your peers, clients, and bosses.
- Utilize resources
 - **Files** do come in handy when you need to **organize paperwork**.
 - It will save you time especially from going through stacks of papers when you urgently need to retrieve something.
 - Have your place **supplied with things you need for work**.

“Pull yourself
together!”

Clean up and
Clear out.”



#2: Organize Your Computer

- Keeping your desk organized is one thing, and your computer is another.
- Cluster according to projects and work.
 - *Segregate by year, month, titles, and other needed covers.*
- Systemize your e-mail
 - Set a system to help you prioritize your correspondences.
 - Auto-filters work wonders to help you focus on one project at a time.

**“Your goal
is Simplicity
and
Efficiency”**



#3: Instill Good Habits

- Make use of your calendar
 - Keep track of classes, meeting, discussions, and deadlines.
- Stay focused on a task
 - Complete a task before moving on to the next. This will avoid you having too many unfinished business, and keep you orderly

**“The key is in not
spending time, but in
investing it.”**

- Stephen R. Covey



#4: Act On It

- Avoid letting work pile up
 - Disorganization happens when work piles up.
 - Let your work be quick and of quality
- Work Smart
 - Recognize your target.
 - **Create a routine** and structure, so you know what you are doing.
 - **Ask for help** if you need some.
- *Tip:* Have a pen and notepad with you, so that you can take down notes of anything vital when needed.

Always ask yourself,
“Are you delivering in
a timely manner on
what is needed?”



#5: Keep a List

- To-Do-List it
 - Have a to-do-list, and start checking off work.
 - **Prioritize** to level of importance.
 - **Put** specific **deadlines** for them.
- Be realistic
 - Give your work a **time-deadline**. This will help you be productive with your time and lessen the tendency to overspend time on simple tasks.
 - **Set specific and realistic goals**, then **stay on track** with it.

“Anyone can make a list, but it takes a real doer to accomplish it.”

*Tune in next week
for more*



Essential Tips

courtesy of CEC~JPC

