

EASY ORGANIZATIONAL WORK TIPS

FIVE TIPS TO JUMPSTART YOUR WORK WEEK



EASY ORGANIZATIONAL WORK TIP #1: HAVE A PLAN

The start of your work week isn't Monday morning. It begins Sunday evening, or the evening right before coming back from a holiday.

Take a few minutes, sit down, and make your plan of attack for the week. Consider the tasks you need to get done, the meetings you'll have, the calls you'll be making.

You won't feel so stressed when you head back into the office in the morning.



A spiral-bound notebook with a grid pattern is shown in the upper right corner. It has a 'TO DO' list written on it. The list includes: '1. WAKE UP', '2. COFFEE', and '3. THE REST...'. A black pen is resting on the notebook. The notebook is partially illuminated by a soft light.

EASY ORGANIZATIONAL WORK TIP #2: HAVE A MORNING ROUTINE

Morning routines are a necessity! Starting your day with a set of small, scheduled tasks each morning helps you set yourself up for a more successful afternoon.

We know that, typically, by lunch, all of the best-laid plans have changed due to outside influences. Spend 15-20 minutes of your morning doing the same routine - check emails, grab coffee, deep breathing.

Require that of yourself and you'll head into the full work day feeling more accomplished and ready to accept new challenges.

EASY ORGANIZATIONAL WORK TIP #3: REGROUP AFTER LUNCH

Right after lunch, it's time to re-prioritize and plan. When football teams go into the locker room at half time, they don't just sit quietly, waiting for the third quarter to start. They take the time to review how the first half went, the highs and lows, what went right, what went wrong, and what they need to change to be successful in the end.

You need to do the same thing at work. Come back after lunch and review all the tasks you still need to get done. What's their priority? What can you do to be successful so that when you shut off the computer at day's end, you've won the day?

EASY ORGANIZATIONAL WORK TIP #4: CLEAN UP

Set yourself up for a successful morning. It's the end of the day, and you're looking forward to heading home and relaxing. Wouldn't it be nice to also look forward to coming back in to work the next day?

Spend the last few minutes of your day cleaning up. Throw away coffee cups and snack litter. Sharpen those pencils. Wipe off your desk, your keyboard, your phone. Put away files Recycle scrap paper.

When you come in the next morning, you'll be welcomed with a calm, clean environment to start your day.





EASY ORGANIZATIONAL WORK TIP #5: ASK FOR HELP

Wondering what the best thing you can do to keep organized so you can be successful in your business? Hire a Virtual Assistant!

A VA can help keep you on track and do little things while you focus on the big ones. While you're in a meeting, they're responding to calls from new leads. While you're on the phone with a client, they're updating your social media, or writing your blog, or doing any number of tasks to lighten your load.