

Organizational Skills

Divide Tasks

Now that you've made a list and categorized all of the things you want to accomplish, it can seem overwhelming or even intimidating to get started. But by dividing your tasks into smaller groups of things to do, we can feel more empowered to get them done. Tasks can be divided any way that is convenient, such as things to do for one particular project or maybe even things to do that involve going through papers.

Helpful hints:

- Sort tasks by each specific project
- Decide what tasks can be done the fastest
- Determine what tasks will need more time

Plan for Tomorrow, Today

If you're waiting for the beginning of the following day to start your organization plan, chances are you are already headed to disorganization. Start today and make a plan for what you want to do in your life, including on a daily, weekly, monthly and even a yearly basis. When you determine what you want (such as becoming more organized!), you can make plans today to reach those goals in the future. Make a to-do list and plan a time to tackle it instead of waiting for the 'urge' to do it comes along. Make plans on how to motivate yourself to keep going and plan rewards for productive behaviors.

Tips:

- Make short and long term to-do lists.
- Plan ways to execute each list.
- Find ways to keep yourself motivated to stay on task.
- Don't forget to plan deadlines or plan to meet those already in place.

Only Have Current Projects on Your Desk

You may have a variety of stacks of papers and projects on your desk, but the key is in knowing what is in them. Keeping your desk more organized by only keeping projects that you are currently working with, in your work area. Projects that you have finished should be filed away in the appropriate place, while projects that you haven't yet started should not be in the work area until you do. Having these projects in sight with your current projects can cause confusion and a lack of focus on unimportant details.

Questions to ask yourself when keeping projects on your desk:

- When does this need to be finished?
- Is it something that can be completed later?
- Has this already been completed?