



WELLNESS TIPS

STAY ORGANIZED THIS YEAR



Many people have “be more organized” on their list of New Year Resolutions, but intending to be more organized is a lot different than actually doing so! Working on your organization skills help you stand out as not just a reliable and dependable team member, but also as someone who knows how to optimize their time. Time management is crucial in our personal and professional lives, so brushing up on this skill set will definitely aid you in the long run. If you are unsure how to do so, here are some tips to get you started.

TIPS TO ORGANIZE YOUR WORK

Give Everything a Designated Home

There’s a place for everything, therefore everything should be in its place! Find a way to give a permanent home to things like file folders, keys, or electronics. You can apply the same concept to your desktop as well. Go through your random downloads, documents, or images and file them away into a separate folder as needed. Once you know where everything is, you’ll feel a lot more on top of it all.

Prioritize When Setting Deadlines

It’s a lot easier to prioritize your time when you have deadlines and tasks. Knowing exactly when something is due, and what needs to be done by that deadline, will help you understand how much time you have available for other tasks that pop up during the day. If something is more high-priority, try color-coding it in your schedule in an eye-catching color so that it sticks out from other meetings or projects.

Delegate Responsibilities When You Can

Sometimes being organized means knowing when to let go. Take a look at your to-do list and find one or two tasks that you can trust to someone else, whether it be handling the grocery run or sending a follow-up email. Do not overfill your schedule if you have the support of others to ensure you meet deadlines.

Reflect and Revise

Look back on moments that tested your time management skills last year, and reflect on what worked or didn’t work in that moment. Capitalize on the things that worked, and edit processes for things that didn’t. Even though each situation may be different, it’s likely that you’ll be able to apply these same skills to projects and deadlines in the future.