

New Workplace, New You!



Getting Organized with Time Management

Your happiness depends on the organization in your life. Now that you have made a change into a new work space, it is the perfect opportunity to take advantage of the benefits of being organized. Being an effective time manager can truly help you decrease the stress in your life and give you more time to do the things you enjoy.

Time Management Tips

1. **Plan your day:** make a list of all the things you need to get done in the day and schedule times to make it happen. This will help you accomplish more and feel more in control of your life. To go a step further, plan your week. At the beginning of the week make a to-do list of important tasks that need to be accomplished. Spread these tasks out throughout the week in a way that ensures they will all be accomplished.
 - a. **Tip:** buy a detailed planner with dates and times that will help keep you organized. Check your planner EVERY DAY to remind yourself of upcoming tasks.
 - b. **Check off tasks as you complete them.** Nothing will make you feel better than checking off things you have accomplished. Soon enough you will find you are addicted to the positive feelings that come with getting things done, and you will be unstoppable!
2. **Prioritize your Tasks:** Time-consuming but relatively unimportant tasks can take up a lot of your day. Separating the important tasks from the not so important ones will ensure that you spend your time and energy on those that are truly important to you.
3. **Say no to nonessential tasks:** Plan your week; consider what your goals are before agreeing to take on additional work, appointments, or social dates.
4. **Delegate, delegate delegate!** Don't be afraid to get some help. Take a look at your to-do-list and consider what you can pass on to someone else.
5. **Do a quality job:** Doing work right the first time may take a little more time upfront, but getting it out of the way and not having to worry about it coming back because you did it wrong will give you more time in the long run - instead of trying to fix errors.
6. **Spread out large, time-consuming tasks into smaller tasks.** Work on them a few minutes at a time until you get them all done (but don't forget to go back to it!).
7. **The 10-minute rule:** Work on a dreaded task for 10 minutes each day. Starting it is usually the hardest part, but if you commit to starting it, you may find you can finish it sooner and get it out of the way.
8. **Limit distractions:** When you have scheduled your time for a certain project or task, close your door, turn off your phone and go offline until you are finished.

9. **Get plenty of sleep, have a healthy diet and exercise regularly.** A healthy lifestyle can improve your focus and concentration, which will help improve your efficiency so that you can complete your work in less time.
10. **Take a break when needed.** Too much stress can derail your attempts at getting organized. When you need a break, take one. Take a walk. Do some quick stretches at your workstation. Take a day of vacation to rest and re-energize.

(Source: mayoclinic.com)

- ✓ *Just do it! Once you have a plan, the biggest step is doing it. One thing to do first, LET GO OF FEAR. You may not realize it, but many people are afraid of failure, but many are even afraid of success (what they might become if they do accomplish everything they set out to achieve).*
- ✓ *If you feel any discomfort when carrying out your plan to get organized, just recognize the feeling and the fear, and move forward. Don't let it discourage you or throw you off track. Remember, you are working toward making your life easier!*
- ✓ *There is nothing to fear! Just know that this will require making some changes on your part to become more effective at running your life, but these changes will bring about happiness and more peace with each day.*