

CREATE THE MOST EFFECTIVE YOU

The most important aspect of managing your time is your self-awareness. You can improve your performance greatly by knowing your most productive time of the day, what tasks you do best, and what work environment is the most comfortable for you.

When are you most productive

Do you get up and get going or do you not hit your stride until almost lunchtime? If you are a morning person, schedule your biggest task early while you are fresh and ready to go. If you are slow to warm up, handle smaller tasks and general office catch-up until you get rolling. This will keep mistakes and frustration down and help you maintain a positive outlook all day.

Know your strengths and weaknesses

Make a list and then try to delegate as many tasks as you can that fall in your weakness category. It is far more efficient to pay someone else to do tasks you continually put off, than feel guilty or frustrated and still not get them done. If you balk at spending the money, calculate how much of your time you waste and what your time is worth. Then use that time to do the things at which you excel and your bottom line will improve.

Evaluate your work environment

You cannot be at your most efficient and productive if your work area is full of clutter, noise, or dust. As much as possible, make your area a pleasing place for yourself – have a comfortable chair, get an air purifier, bring in pictures or plants - and organize your paperwork and office space in a way that works for you. Time spent looking for documents, supplies, files, or phone numbers creates anxiety and detracts from revenue-producing tasks.

Use these strategies for less stress and better results!

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