

Organize



Every minute lost because of a misplaced file, tool, or document is a minute that could have been spent completing a task. Emphasize the importance of an organized workspace to help maximize efficiency.

Good organizational skills can help you to get your projects done on time. While it seems that some people are naturally organized, many others have to actively work at it. Being organized allows you to quickly find anything that you need, whether it's a contract you signed yesterday or an email you received two years ago. A time management plan helps you to break down large goals into smaller, easily achievable tasks and forces you to complete those tasks on schedule. It helps you to progress in a linear fashion towards meeting a goal. Some easy ways to improve your organizational skills are:

- Don't procrastinate - Be the Early bird
- Establish a filing system that works for you
- Declutter
- Minimize Interruptions