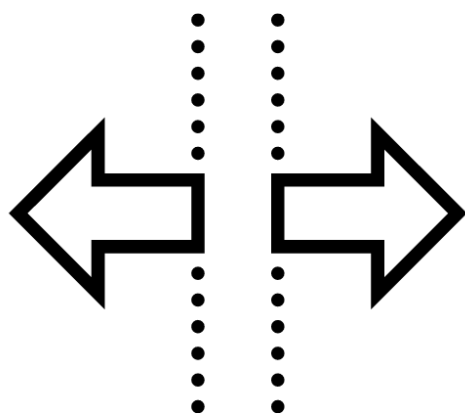


Divide Tasks

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 tasks into smaller groups of things to do, you will 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. The key is to find what combination works for you.

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, as that may never come. Make plans to motivate yourself and plan rewards for productive behaviors. Set deadlines for yourself and stick to them. When we plan ahead and manage our time effectively, the stress and anxiety of becoming more organized will feel much lighter and a lot less like a chore.

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.

You may have a variety of stacks of papers and projects on your desk, but the key is in knowing what is in them. Keep your desk more organized by only keeping projects that you are currently working on, 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. Stay focused on current projects by keeping them on your immediate desk area.

Only Have Current Projects on Your Desk

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?

