

How to Be More Effective, Efficient and Organized

Achieving goals in an effective and efficient way is possible when you are well-organized. Here are some ideas that will help you become more organized:

1. Use **check lists and check sheets** regularly for those things which must be done in a correct way.
2. When **people come back to you asking the same question** they have asked several times before, ask them to set up a standard operating procedure by simply writing down the statement that you are to make about how the situation is to be handled. They can then keep that at their desk, and will not have to ask you about it in the future.
3. Create a visible **time line** for key projects, like a wipe off board on the wall to keep you updated.
4. Set up a system to **handle repetitive tasks**.
5. **Avoid over organizing** to the point where your “perfectionism” interferes with your achieving results.



6. **Carry 3 x 5 cards or a notebook** or your pocket calendar to make notes of things that you would like to remember. Be sure to date each note.
7. Keep only **one project on your desk at a time** to avoid distractions. Time is lost sorting through other items while you're working on one.
8. When you **sense things are out of control--STOP!** Sit quietly, relax, re-establish priorities in writing, decide what action to take, and then go again.
9. **Build flexibility into your schedule** by purposely overestimating the amount of time needed on each activity. If it's the same or similar task, double the time it normally takes you to complete the task. If it's a new task and/or project, triple the time you **“think” it's going to take you**. This way, you **allow for “interruptions,”** so you can complete your task/project on time.

- 10. Use a “people page.”** That’s a page that has an individual’s name at the top of the page on which you write down the routine things you want to ask this individual. This information can be kept in a presentation binder for easy, fast retrieval for present and past notes. Making a tab for each individual’s name, will help you get to your information much faster, and keeping you from losing your notes among other pieces of paper on your desk and surrounding areas. Then call this person once a day, or at most, twice to ask all the questions that have accumulated on the page. This can be a very valuable time management tool, and you will impress the person by reducing his or her interruptions during the day. Keeping a log will also help keep you focused and lessen your own distractions.

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