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getting organized can help you be more focused and happier in the workplace if you re not an organized person don t worry organization is a skill that can be learned and honed over time using practical techniques and tools like digital to do lists automations and templates being organized can help you maintain tidy and clutter free physical and digital spaces it can help you focus better on the task at hand and be more productive while reducing your stress and anxiety levels 25 ways to get organized here are tips that ll show you how to organize your life at home at work and everything in between it s going to be a chore to do all this but staying organized makes life easier in the long run 1 how to organize your life with a notebook learning how to stay organized is one thing but remaining organized is a completely different matter if you want to know how to stay on top of the organized lifestyle you ve laid out for yourself see step 1 to get started this article discusses the importance of organization and shares 13 tips on how to stay organized and be efficient at work make to do lists triage priorities make daily weekly and monthly plans use online or paper planners delegate work avoid multitasking schedule breaks establish a routine clean up your workspace regularly learn how to get yourself organized and stay that way with these actionable tips on school work and home organization this guide will cover 10 rules to truly organize your life and keep it organized then we ll jump into how you can apply them across all the areas that are important to you work school business home health and fitness finances and your relationships set up daily routines daily weekly or monthly routines like a morning review of your agenda weekly yoga session or monthly 1 1 with your manager provide structure to your time helping you manage it more effectively 1 let it go to tidy up and get organized you have to get rid of some things you don t have to go all marie kondo and get rid of everything that doesn t bring you joy but you need to do some purging that means you ll have to let go of some things that are creating clutter but you are not using fortunately time management and organization expert julie morgenstern has several organizing tips that will help you take those crucial first steps here s how to get organized along with some strategies to keep up the momentum once you do 01 of 10 learn the secrets of getting organized in your home whether you need to declutter your office your mail or your closet we ll help you get organized and keep it that way by elizabeth larkin updated on 11 21 22 fact checked by alexandra kay the spruce taylor nebrija organization doesn t come naturally to everyone but that doesn t mean you can t become more organized forming good habits and establishing a solid daily routine are two key practices for getting your life and possessions in order 57 home organization tips that could change everything rd com home organizing 57 home organization tips you ll wish you knew all along by jamie novak updated apr 11 2024 you may think 1 declutter ruthlessly the more stuff you have to get and keep organized the more challenging organizing will be when you have less stuff to manage it s not only easier to get it organized it s also a lot easier to keep it organized in the long run the first step whenever you re trying to get organized is to declutter ruthlessly repurpose trays and bowls alison gootee studio d reusing some old dishes as organizers can help you finally tame that junk drawer place a non slip mat underneath to keep them from shifting you want to answer confidently and make it sound like time management task management and the ability to stay organized are easy for you confidence is one of the key areas that employers look for in a job interview being organized can help you accomplish your goals maintain a work life balance reduce your stress levels and improve your focus understanding the various methods and strategies you can use to improve your organization can help you determine the best tactics and systems for you example 1 by tracking time with google calendar to manage my time effectively and stay organized i have a specific strategy in my current role i set goals for the end of every day and the end of the week i use a google calendar to track important dates and upcoming events so i always know the amount of time available the konmari method created by marie kondo has gained international fame for its effective approach to decluttering and organizing the method involves sorting items by category and keeping only those that spark joy here s how you can manage multiple sales deadlines and stay organized powered by ai and the linkedin community 1 prioritize tasks be the first to add your personal experience 2 calendar sync

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