

ORGANIZE THE WAY YOU WORK

Busyness often breeds chaos. Working with a clarity of mind, while focussed on the work that matters, can alleviate a lot of stress from your everyday routine. Here's some ways to maximize every minute of your day

ORGANIZE YOUR MIND



Write things down.

Keep track of your thoughts, what you accomplish, and what you still need to do without the burden of having to remember it all.

Don't go overboard with multitasking.

Concentrate on one or two tasks at a time, per your ability, and give them your all. This keeps you focused on the most important jobs



Take regular breaks to give your brain the rest it deserves.

This prevents burnout so you can get back to work with the necessary attitude and gusto.

"Don't schedule too many meetings. Find better ways to communicate"

ORGANIZE YOUR WORKSPACE



Tidy up the clutter on your desk.

Use your space wisely. Corral your cables and put them under your desk. Clean away clutter and throw out any waste materials on your desk on a regular basis.

Organize your desk around what you want on it.

Keep your smartphone, notes, stationery, and other tools you use often within arm's reach. Add a little of your personality with minimal decor like a poster that inspires you or a treasured pen holder.



Invest in storage.

Stow away the things you rarely use in drawers. If you have a lot of paperwork, use labelled folders to help make sense of them.

"Work in 90-minute blocks with 10-minute intervals to recover and refuel"

ORGANIZE YOUR TIME AT WORK



Prioritize your tasks for the day.

Focussing on the most urgent work first ensures that, even if you do fewer tasks, you'll always complete the most important work.

Work at your best times with the least distractions.

Getting to the task at hand when you know you can give it your all ensures the quality and efficiency of your work.



Get the most out of your time with time management methods like the Pomodoro technique.

By adhering to periods of intense concentration, followed by short breaks, you might find you get a lot more done in a day.

"Use your commute time to read, listen to podcasts, or whatever appeals to you"

ORGANIZE YOUR TIME OUTSIDE WORK



Use your time at work effectively so you get to end your work day at a fixed time.

This gives you time for personal passions, hobbies, and time with loved ones so you feel rejuvenated when you return to work the next day.

Sleep well.

Getting a good seven to nine hours of sleep goes a long way towards keeping you focussed throughout the work day.



Relax and recharge.

When you're at home, try indulging in projects that are personally satisfying and alleviate the mental exhaustion of the work day.

"Say no to things that don't align with your goals and skills"