

# 5 Ways to Get Organized at Work



Some people love to have a place for everything, arranged, sorted by colour, size, theme and cross-referenced. Starting your first job can be overwhelming. You're eager to prove yourself, produce quality work and stay on top of things — which you can do by mastering the art of staying organized. Right from the get-go, you'll want to explore the advice and tools available to get yourself organized. By keeping your desk, tasks and emails organized, you'll be on the right track for performing successfully at work.

These five organizing tips can help you become known for your brilliant ideas rather than your scattered brain.

## 1. Create a routine

On your first day of work, create organizational system. Before you get a significant workload, you'll have a proper routine to keep you on track. Use an app like Evernote, which you can access on your computer and mobile device, to get information, lists, tasks and more. you can ask employees who do same work.

If your company uses software, adapt to its various uses. For example, construction workers who don't use the normal office organization techniques should check out software that's specific to their industry.

## **2. Don't procrastinate**

Many people waste time with distractions, one of it is Facebook. Sometimes playing music in the background it does not help at all. A lot of workers put off decisions too. You should set time limits for your decision making. Identify the most important factor to consider in making the decision so you focus on that. If you work from home, consider using a co-working space in your area to eliminate distractions as much as possible.

## **3. Use your email calendar**

Best way to stay on top of meetings, deadlines and tasks is to use the calendar on your email account. Whether you choose your work email calendar or a Gmail account, it's helpful. you'll have easy and consistent access to this calendar.

You can also use the calendar to add alerts, particularly for recurring events. If you have a weekly meeting, set up your calendar to automatically remind you. Similarly, you can use your work calendar to invite and set up meetings with coworkers.

## **4. Clean up your desk area**

It is very important to clean and organise your workplace. If you don't organize your desk area, you might lose your mind trying to find something when you need it. Take the piles of reports, presentations and white papers and organize them using a binder with dividers. You should keep the important things and throw away everything you don't need any more. For example, if you know that you'll never have to refer to a document again, toss it. Otherwise, it's just wasting space on your desk when there's no need for it. You should also throw away all the unnecessary documents and keep the space for coming new documents.

## **5. Organize in your own way**

Everyone is different in organising the things in their own ways. We have different ways of understanding. We all have different patterns in the way we perceive the world and the way we act. So, then, you no need to organize your workspace according to someone else's organizational paradigm.

Ask yourself what works for you now and what does not work at the moment. Focus on the latter.