

## PROFESSIONAL AND ORGANIZED: CREATING THE BEST VERSION OF YOURSELF

*by:*

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Everyone wants to be seen as a professional and organized employee. This is because being professional and organized can help you stand out from the rest. In fact, being professional and organized at work can also help you advance your career more quickly. Your supervisors are likely to see you as reliable and trustworthy if they see that you leave little to chance at work. Professionalism and organization demonstrate that you take your job seriously and are trustworthy enough to be given additional responsibilities or promotions in the future. There are many ways that you can build professionalism and organize tasks at work so that you're prepared for anything your boss throws your way. Here are some tips on how to be more organized at work, so that your efficiency has no ceiling.

If you want to be more efficient and productive, you should start each day with some planning. There are many different types of planners that you can use at work to help you stay organized. You might want to use a digital calendar, paper calendar, gratitude journal, or a productivity journal to help you organize your time more effectively. You may want to consider journaling more regularly. Journaling can help you with stress management, self-awareness, goal setting, improving your sleep, and more. It's also a great way to track your progress and celebrate your successes, no matter how big or small they may be.

Another way to stay on top of your tasks is to create a to-do list. You can create a to-do list in a digital calendar, paper calendar, productivity journal, or on paper. You can create a to-do list based on your daily tasks, the deadlines you have to meet, or any

recurring tasks that you need to complete each week. You can also create a to-do list based on your long-term goals. For example, if you want to earn a promotion in the next year, you can create a to-do list that lists the steps you need to take to achieve that goal.

To keep yourself on task, try some of these strategies. Stay prepared. Before entering a meeting, jot down some notes on what you hope to get out of the meeting. Stay focused. If you're feeling distracted, try fiddling with a paper clip or doodling on a notepad. If you're attending a meeting, you can try clearing your mind by closing your eyes and taking a few deep breaths. Avoid interrupting others. It's easy to interrupt people when you're in a meeting or just having a conversation, but doing so can be incredibly rude. When you have something to add to the conversation, jot down a note and wait for a break in the conversation before you share your thoughts.

If you struggle to stay on top of your tasks due to a short attention span, you may want to consider using reminders for your most important tasks. Some common reminder methods include sticky notes, a virtual notebook, and setting reminders on your phone. You may also want to consider using an app to help boost your productivity. Some of the best productivity apps include Google Calendar and Microsoft 365.

If you want to build an efficient workday, you need to stick to your schedule as closely as possible. This means getting up and heading to the office at the same time every day, even if you don't have any meetings or appointments scheduled. Factoring in time to eat lunch, use the restroom, and take any scheduled breaks should help you stay on track. It's important to stick to your schedule because it allows you to avoid wasting time when you have tasks and appointments to keep track of. If you want to be perceived as a professional and organized employee, start by dressing for success. Take the time to iron your clothes, don proper business attire, and wear makeup if appropriate for your office. Keep your desk clean and clutter-free, and avoid excessive noise and conversation during work hours. Finally, be on time for all meetings and appointments, and make sure to give everyone advanced notice when you're running behind.

*References:*

Professionalism: Meeting the Standards That Matter

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