

BECOMING MORE ORGANIZED AT WORK

by:

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Many would agree that getting more organized can increase productivity and reduce stress. Particularly at work, being more organized has several advantages.

In most organizations, working at the office can be stressful if things are messy. There are unending deadlines in report consolidations, monthly liquidations, accomplishment reports, and the like. One may ask the question, what should be considered to become more organized at work?

Delegating tasks, getting rid of unnecessary materials, setting goals, tracking progress, and silencing mobile phones are some of the advice we hear from our experienced co-workers. However, apart from these, there are also actions that should be considered.

The best course of action for getting more organized is good planning. Massey (2020) stated that good planning leads to effective organization. Scheduling what to do within the day, week, and month can help. These can be done by looking at the entire month and making a list of deadlines. To complete the work and have enough time to review and make changes, personal due dates should be set aside from the actual deadline.

As for George (2020), digital desktop should be organized too. Organizing computer desktop by deleting unneeded files, creating folders, clearing out downloads, and uninstalling unused programs are some of the suggested tips. By doing these, increased computer speed is also at hand. Clearing email inbox, unsubscribing from “not-

so-important” newsletters, and unfollowing irrelevant pages or groups from social media are also some steps to consider.

Certainly, becoming more organized at work is a process. It requires an individual to exert effort to focus on his tasks and goals. In the long run, it is a matter of discipline. Once we are at ease with the routine, then everything becomes practice. Becoming more organized at work, there is an assurance that more tasks can be done promptly.

References:

<https://humanwindow.com/how-to-be-more-organized-at-work>