

HOW TO STAY ORGANIZED AT WORK

1. Create a work framework
2. Choose 1 solution for work
3. Use Waiting List
4. Try mind sweeps
5. Plan weekly
6. Review plans the day before
7. Review calendar in the evening
8. Remove distractions
9. Track your time
10. Use appointment reminders
11. Ditch multitasking
12. Take breaks regularly
13. Don't prioritize emails
14. Organize your mailbox
15. Use technology to help you
16. Create routines
17. Go to bed earlier