

3 Tips To Stay Organized

You know, with all the technology that we carry around with us everyday, it can be easy to become disorganized and lost in a storm of bits and bytes that are actually meant to help us stay on top of our business. Here is a short list of things that I like to do to keep organized.

1) Carry with you in your car some paper pads or notebooks and bic pens. This can be very practical when you need to just jot something down quickly, like an idea or just to brainstorm. I use a spiral notebook with included dividers to keep my ideas organized. I use one section for possible blog topics, the other section for todo lists, and another for various other ideas of thoughts that I want to keep.

2) Leave yourself voice mail notes. Most of us have cellphones, and we don't use them to their maximum potential. I use my voicemail as a kind of "voice note" taker. I have programmed my own phone number into the speed keys and so with one push of a button, I can leave myself a detailed voice note that I can follow up on later on.

3) Clear the clutter. Without going crazy with Windex and Pledge, clean up your work area before you start working. If you are like me, when I get into work in the morning, it's kind of hard getting started, so I always set aside 5 minutes every morning to clean up my desk and my Inbox. This usually helps to get me going, as things that were lying around the night before often remind me of what I should be working on. And when you're done, take out your notebook and bic pen, and make a great todo list for the day.