

Chapter 1 : Mastering Time Management and Organizational Skills to Increase Productivity

Time Management Strategies This booklet contains 36 of my blog articles on topics such as dealing with procrastination, getting more done, managing to-do lists, using technology for productivity, email management, simplifying life, and personal organization strategies.

We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganization. In this workshop, you will learn how to make the most of your time by getting a grip on your workflow and office space, planning effectively, and delegating some of your work to other people. Learning Objectives - Learn the sub-categories of time management and recognize where you need to improve. Target Student Time management is a crucial skill needed by every employee or leader in your organization. Whether you work in a cubicle, at a desk, or in upper management, this is the course to help you become better organized and to work at peak efficiency. Get a healthier grip on your workflow, learn how to delegate some of your work to other people, and take control of your day and your life. Course Outline You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives. Time Management Skills The participants will take a self-awareness quiz to see where in the five sub-categories of time management they need to improve, with strategies available for improvement in all areas. The Power of a Change Participants will answer an assignment to identify areas where they want to change their time management approach. Time Wasters Recognizing what people are doing that sucks up their time in an unproductive manner. It is important to identify and address these aspects of your day. Prioritizing This is an often over-looked step in the organization formula. Communication Skills Identifying and discussing the role your communication style may play in creating conflict and wasting time. Setting Up a Routine Participants will discuss how routines can help them manage their time. You will also learn tips for successful delegation, which will in turn save you time. You have a team – use them. Putting an End to Procrastination This session will involve discussion surrounding why people procrastinate as well as give participants some ways to tackle those tasks that they have been putting off. Getting Organized This session will give participants a plan to organize their work area. Getting Back On Track This session will discuss tips and strategies for how to recover from an interruption and return quickly to what you were doing instead of letting it derail your entire day. Balance That elusive work-life balance that is always talked about - do you have it? How do you get it? What are the rewards for lessening your work stress? Workshop Wrap-Up At the end of the day, students will have an opportunity to ask questions and fill out a personal action plan.

Chapter 2 : Time Management Strategies - Get Organized Wizard

8 Tips on how to manage time and get organized to reduce your stress at work, get more done, and spend less time looking for lost files.

Bookmark I am involved in about a million activities outside and inside of school. I take six classes, four of which are APs, and I also work at least four days a week. I am a figure skater, which means I wake up at 4: I also run a club that gives free music lessons to young students for two hours weekly. As a second-semester senior who has done it all, let me tell you—time management is important! No matter what your focus is, managing your time effectively is the key to being successful. Here are some easy tips for getting homework done quickly and for general time management in high school.

How to get homework done quickly and effectively

Turn off your phone Hear me out! I know we all have a special relationship with our cellular devices, but putting it away for a bit is helpful in more ways than one. Save yourself the trouble and just turn your phone off! If you want to get work done, you have to give yourself some time off. Sitting down and working straight for three hours will not be productive. So separate your studying and homework into minute chunks, then take a five- to minute break, making sure not to get distracted by your phone or TV.

Use motivation If you have trouble forcing yourself to sit down and study, use some motivation! For every 10 problems you finish, or for every 25 pages you read, you can give yourself snacks, regulated phone time, reading time, or anything else that would normally be a treat. This goes hand-in-hand with frequent breaks.

Clean your study space For me, an unorganized study space makes it impossible to get work done effectively. Having things in your study space can also be distracting! Take the extra time to ensure your study area is clean and organized.

Utilize sounds Experts say that having music on while doing homework can actually be a good thing! Depending on the rigor of what you are working on, having sound in the background can help you concentrate. Introducing some color-coding can help mix things up and keep your brain focused! You can also learn to associate certain facts and subjects with colors. This is great when you have to recall something from memory for a test.

Tips for general time management

Use a planner Before senior year, I had never used a planner to schedule my activities. But trust me—whether you have one extracurricular a week or are the president of three clubs, in the school musical, and on the cheer team, a planner will save your life. In your planner, go through your calendar and write down all your activities. It is helpful to have everything in a tangible source. Then you can go through the week-by-week sections and write down what events you have. You should also write down your homework assignments, exam dates, and general to-do lists. This will help make sure you know exactly what is on your schedule and when. There are also creative ways to use a planner! You can personalize your organization and make things your own with colored pens, drawings, and even stickers.

Use Reminders on your phone The Reminders app on my iPhone has been one of my main methods of organization. There are various alternatives for Androids as well that accomplish the same function.

Stay organized As my last tip, I want to remind you that organization cannot be a one-time hobby. It is something that you have to stay committed to. Getting started can be difficult, but once you get in the swing of organization, you will wonder why you waited so long! I promise it will be worth your while, and in the long run it will teach you lots of skills that will be important when you leave school and get a job. Realize that if you finish your work, you can take time for yourself! Just do what makes sense for you, as everyone has different methods. I wish you the best of luck in your organizational journey!

Chapter 3 : How to Be Organized - Organizational Skills Tools from www.nxgvision.com

Getting organized with your time can make a huge impact on your life: Your to do list can all get done, and it can stop occupying your thoughts. In getting your schedule organized, remember a few important things.

Up to three times as much! Americans average only two to two-and-a-half weeks vacation every year. Yet according to Fast Company Magazine, executives waste six weeks per year searching for lost paperwork. In fact, employees spend up to 35 percent of their time looking for the information they need to do their jobs. Studies show an American worker is interrupted eight times every hour. Each interruption averages five minutes. Fortunately there are simple techniques and strategies you can use to better manage your time and reduce the stress at work. By incorporating just a few into your daily routine, you should be able to spend more time at the beach and less time searching for lost files. Do you need to be more organized? You need an executive coach with a proven track record to help you manage your time. Hire Joel Garfinkle to help you develop strategies you can use to improve productivity and more effectively manage time. Prioritize your work and devote your time accordingly. Know when to say no. Focus on your priorities. Look for opportunities to delegate non-essential work. Are there others on your team who would benefit or learn from performing these tasks? Schedule a certain time or times each day to read and respond to your email or to return phone calls. Spend a few minutes each week organizing your files, email addresses and correspondence. Look for ways to reduce redundancies or trim steps from work processes. Learn from the pros. Who are the most organized people you know? Ask them to share their secrets. Take a training class or read about improving your time management skills. Get your supervisor onboard. Then ask for their ongoing support, feedback and constructive criticism. Your boss will be impressed at your initiative and be more likely to notice your improvement and reward you for it. Joel Garfinkle is recognized as one of the top 50 coaches in the U.S. Visit Joel online at Garfinkle Executive Coaching. This article may be reprinted or forwarded to colleagues and friends as long as the above copyright notice and contact information is attached in its entirety. If you reprint this article, please advise us that you have done so and forward a copy of the article, or a link to the web page where the article can be viewed, to Joel Garfinkle.

Chapter 4 : 3 Ways to Organize Your Time Wisely - wikiHow

Time Management Tool #1: Use a Time Planner The first time management technique that you can use is a time planning system that contains everything you need to plan your life and improve your organizational skills.

And it is at the beginning of the new year. It will help you be more organized and efficient in Limit the items on the top of your desk to phone, computer, current projects, office supplies and planner. These five work tools will help you concentrate on the task at hand and help improve your productivity. This is your 1 work tool. What does count is a dependable system that keeps all meetings, contacts and tasks in one place and handy. Are you able to find the electronic document you need immediately? From personal experience, we can vouch that a task takes a lot longer when you spend the first half hour or hour searching for a file folder. Organizing your computer file folders now " is well worth it. What are you working on today? Projects and tasks that will be priorities at a later date can be kept in your working files drawer or a step-up file folder. Keep a phone log or spiral notebook beside your phone to use as a record of voice mail messages. Or, record the information into a to-do list on your computer that synchs with your cell phone for easy callbacks. If the caller is someone whom you will need to call again, record their information in your contact list. If you have to shove aside stationery, envelopes and boxes of business cards to reclaim your work surface, it may be time to rethink what you need at hand. Keep a few items and move the rest to the supply closet. Take a look at your own desktop tools. Are they going to help you stay the course? By following these tips, will be off to a great start! Here are a few examples: Let us know what new system you will try in Well, then, how about starting with the positives instead of focusing on what we did not do. What was the best thing you did in that you can repeat " or improve upon " in ? Was it going after and landing repeat business? Was it a YouTube strategy that now draws people to your website? Can you name 2 or 3 things that went well for you this past year? Then focus your efforts and attention on these areas. Be efficient and manage your time well so you can duplicate your efforts. Thank you to Bottom Line Personal. Many people mention family and friends first. Most positions require dedication and hard work although it may not feel that way if you draw energy from what you do. Lack of time management may be affecting their output. Ask organized and productive colleagues to name the most important thing they do to remain productive. Give one of those ideas a try but remember that you need to practice correctly for 21 days straight. Otherwise back to the drawing board to research additional ways to strengthen productivity skills. Read books, blogs or websites. Check out David Allen www. All have different views and suggestions on how to improve your productivity " what it takes to become more organized and get more done in a day. Attend a class at a community college or from Fred Pryor www. Pryor offers a slew of courses to make you more productive including one called Managing Multiple Priorities. With an accountability partner, it not as easy to give up and go back to your old, comfortable, non-productive habits. How are you going to become more organized and productive? Please share your ideas with us.

Chapter 5 : Time Management - It's Time To Get Organized

Devoting time and effort to getting organized can help you tremendously in the long run. Start by using a notebook on a regular basis to keep track of conversations, ideas, and reminders. And begin every day with a clean desk and an organized to-do list.

Share Time Management Skills We all wish that there was more time in the day. When the day is over and we look back at what we accomplished, oftentimes we wonder where all of those hours went. So, how do we find the time to do anything then? In fact, anyone can efficiently manage their time as long as they get organized first. When you get organized with your time, you not only increase your ability to manage your daily tasks effectively, but you also increase the likelihood of putting time where it really counts: Why is goal setting so important? Well, goal setting is just one part in the four-part process of effective time management. Because setting clear goals down on paper is remarkably different than merely setting them in your head. Actively set your goals by deciding exactly what you want, when you want it by, and why you want it. You have to be absolutely precise here when doing this. You have to get organized if you want to properly manage your time. But how do you get organized? Well, first thing is first, you have to set your goals. What are your long-term goals? What are your short-term goals? When you know what you want to accomplish one year from now, you can easily break that down into monthly, weekly, and daily targets. When you wake up in the morning, you can have a better sense of purpose. If you choose not to get organized, your mind has an easier way of helping you to avoid those all-important daily tasks every day. This system splits up activities into four quadrants based upon two factors: So, in your day, a task can be categorized by these two factors. They are as follows: Not Urgent but Important Quadrant 3 – Interruptions: Not Urgent and Not Important When you look at your list of milestones and daily tasks, you can categorize what area each of them falls under. The best way to effectively institute this method is to spend a week first tracking everything that you do. Where do you spend your time? If you spent 15 minutes making phone calls to bill collectors, jot that down. If you spent 1 hour at the grocery store, jot it down. At the end of each day for that first week, write the quadrant down next to each task for what it fell under. After the first week, look at how much time you spent in each quadrant. How much time did you actually spend in Quadrant 2? If you watched television for 3 hours, then you lived in the dismal Quadrant 4 that day. You want to spend as little time with Quadrant 4 activities as you can if you want to effectively manage your time. How do we avoid procrastination? So, how do we avoid this? Procrastination seems to be around every single corner. However, the only way around procrastination is to be completely aware of what needs to be done. If none of that works, then try the minute rule. The hardest part is simply getting started! I Will Never Spam You!

Chapter 6 : How to Get Organized and Manage Your Time in High School | CollegeXpress

Click to Enlarge+. Chances are good that, at some time in your life, you've taken a time management class, read about it in books, and tried to use an electronic or paper-based day planner to.

If you want to remember things, put it in writing, or in a digital notebook like Evernote. Make Back-Ups Of Everything Back up your computer files and have duplicates made for your car and home keys. Scan your IDs, passports and bank details, too then put it all in a secured folder in your computer. Keep the original and photocopies of your financial records, birth certificates, land titles and insurance in one folder, preferably tucked away in a safe. They have a place for everything. They sort out their clothes, wrapping paper, crafts, cleaning materials, basically everything, and keep them in labeled containers or closets at home. Tired of all the bulky picture books in your coffee table? You can even have them scanned at a local printing shop. Clean Up Regularly The best way to remain organized is to allot certain hours of day the de-cluttering and cleaning up. Keep The Hotspots Clean Every house and office has a hotspot for clutter. Usual suspects are the sink, dining table, cubicle, night stand, and bedroom drawers. Take note of these places and tidy them up daily. You can easily avoid this by getting a money management app like Quicken or Mint. Use these apps to record your monthly bills and document your spending. This way, you can get reminders sent to you before your bill is due so you can deposit money to your account. Recycle And Donate Is your closet full of unopened bags and clothes that still have their tags on? Is your book shelf full of unread books? Donate them to a charity or sell them on Ebay. Dispose of it immediately to minimize the clutter in your cabinets, and make room for new supplies. Check out EatbyDate , they have an excellent database of food expiration dates. Go through your to-do list and find tasks you can delegate to your spouse and kids. Create a list of responsibilities for each member of the family and distribute it to them. Review the list with them every week to make sure everything gets done. Molly Maid has an age-appropriate cleaning checklist you can download here. Use a synchronized calendar app, where every member of your team or family can enter new updates, schedules and tasks that every member can see. You can also do this using big whiteboards. Things can pile up quickly, sometimes in as little as a few hours if you have kids. Unfortunately, using the same password for everything is bad, while having a lot of different passwords is secure but difficult to remember. Centralize your passwords and sensitive data using an app that allows you to create one password to secure all your other passwords, like LastPass. The same tip is applicable for office supplies, canned goods and toiletries. Scroll down to get a free pantry organizing checklist. Label Stored Food and Perishables When was the last time you found an unrecognizable Tupperware of food in your freezer? Print your own food labels or get inspiration here. Distribute tasks evenly, so for example, dish washing could be done daily; while vacuuming could be scheduled weekly and cleaning the windows done monthly. Create a Weekend Bucket List Keep a list of activities that you want to do, so you can consult this list on boring weekends instead of wasting your time figuring out what to do or just giving up and watching reruns at home. Just decide to get organized now then take baby steps until you see some semblance of order in your life. Soon enough, you will be making a habit out of it all.

Chapter 7 : Manage Time & Get Organized | Article

You can't really "manage" time, though, because there are 24 hours in a day, 60 minutes in an hour, 60 seconds in a minute, and that never changes. You can, however, control where and how you spend your time and take actions to reduce or eliminate time wasters.

Organize Your Day at Work Use a notebook – One strategy that many organized people use is to work with a notebook. This notebook is like a "catch-all" for your thoughts and for what you do during the day. If you have a brainstorming session in the afternoon, your ideas can go in there too. The advantage of a notebook is that you keep all of your thoughts, conversations, and ideas in one place. This way, you can easily go back and find the information you need. Get organized during the first 15 minutes of your day – When you walk into the office in the morning, spend your first 15 minutes looking at what you need to do that day. Start with the "Next Actions" list from your Action Program , if you have one – or make a To-Do List , with your most important priorities at the top. This gives you a solid grasp of what tasks are most important to complete first, and what you can complete later in the afternoon. During this organization time, knowing when you do your best work can also be a helpful scheduling tool. Find out more with our article [Is This a Morning Task?](#) Clear your desktop – Your desktop can often become a "catch-all" zone. If you want to get organized, then clearing your desktop is a smart strategy. This can be a time-consuming task, so it might be best to work on this at the end of the day or at the weekend. Start by clearing everything off of your desk. Office supplies should go in a drawer or cabinet. The items that are left are probably files and paperwork that you currently need. As soon as you complete each "action," clear this area off to get ready for your next task. [Finding This Article Useful?](#) Get the Free Newsletter Learn essential career skills every week, and get your bonus Time Management: Read our Privacy Policy Organize supplies or files you use often – The more often you use something, the closer it should be to you. Arrange your desk for usefulness, not for the way it looks. How do you keep your desk organized? Spend five minutes at the end of each day clearing off your desk and keeping it organized. This way, you can come into work the next day with a clear, organized surface. **Organizational Tools** We live in a time of some amazing technology. Use digital calendars or planners – Many people use these to help organize their schedules. These can be very helpful for keeping you on task! For instance, many digital calendars, like Outlook and iCal, allow you to color-code tasks. You could use red for urgent, green for extended deadlines, and blue for low-priority tasks. Color-coding your day helps you quickly see what you need to do first. Use a spreadsheet to keep track of your progress – Spreadsheets are helpful because you can use conditional formatting that alerts you when tasks are getting close to their deadlines. As a result, you can see at a glance which items are, or are not, on schedule. For instance, if you complete four things on your to-do list, reward yourself with a cup of coffee, or with 10 minutes of free time to surf the web. Schedule small tasks – If a task or project requires action beforehand like picking up bagels and coffee for the staff meeting , then schedule these related tasks into your planner as well. This helps you set aside enough time to get everything done. If you have a personal assistant, this would be a great task to delegate. If not, then try scanning a few documents every day, and eventually scan all project documents over the long-term. Choose organizing tools that you like – Pick products that appeal to you on a visual or emotional level. For example, if you decide to start using a notebook on a daily basis, then purchase a nice one that you really like. **Key Points** Disorganization can cost you career advancement, decrease your productivity, and add stress to your life. Devoting time and effort to getting organized can help you tremendously in the long run. Start by using a notebook on a regular basis to keep track of conversations, ideas, and reminders. And begin every day with a clean desk and an organized to-do list. Use technology to keep your schedule and projects running smoothly. [Subscribe to our free newsletter](#) , or join the [Mind Tools Club](#) and really supercharge your career!

Chapter 8 : Time Management - Get Organized Wizard

This is the first thing you have to understand about time management, that no matter how organized we are, there are always only 24 hours in a day. www.nxgvision.com doesn't change. All we can actually manage is ourselves and what we do with the time that we have.

Some of them are obligatory – you may not want to attend your office party but must show up with a smile on your face. Many people consider this period of time at work to be unproductive. In fact, many business people consider this period of time to be pretty unproductive. With fewer of your colleagues in the office, there are fewer meetings, fewer reports due and fewer tasks that require your immediate attention. Clients may be on vacation or spending less time in the office so they may be less demanding. You have a choice. There are a host of opportunities available. It is just a matter of deciding if you want to take this course of action. Think of the projects that you have put off because you have not had the time. This is your chance to get to them. Some of these projects can help you reach your goals. By starting them now, you will likely have fewer interruptions and a greater chance to complete them than during the year when more urgent tasks and to-dos come up and derail you. What are examples of projects that you may want to tackle now? How about exploring new ideas? Here is the opportunity you have been waiting for all year. I would be remiss if I did not mention that this is a perfect time to get organized. Ask yourself if you need it or would be able to get it again. Often there are legal papers such as contracts. You might take a look around the office for ideas or browse the The Container Store or an office supply store. You could even ask your colleagues what organizing tools they like the best. Have I convinced you yet to take advantage of this holiday time to do something different and still stay productive? October 19, By lesliw No comments yet Time Management Everyone is late from time to time even you and me , often for a reason that can not be helped. We are going to talk about people who are chronically late – people who do not leave enough time to get someplace on time. Often they often arrive late for lunch, an appointment or an important event like a job interview or a wedding. If someone is consistently late, it can be a problem for friends and family who feel like victims. It can even damage the relationship. We all know how it feels to be sitting and waiting for a friend who is always late. A far more serious problem is the effect being late has on relationships at work. Unfortunately, chronic latecomers have a poor reputation. Colleagues resent it when their peers show up for meetings after they have started. They do not feel as if they can trust their colleague. Far worse, it can eventually limit career advancement. Even when they try to be on time, it is extremely difficult to break lifelong habits. What are some of the reasons that people are chronically late? Their time is more important than yours, so they think, and they are indifferent to whether it bothers you. They may consider themselves more important and consider their contribution at work more substantial than yours. They squeeze in as much as possible in as little time as possible. Or, they are distracted by last-minute to-dos such as answering the phone instead of letting it go to voicemail. Everything is a distraction. They forget that these things can wait until later. They enjoy being late and making others wait. This person may be insecure – arriving well after the appointed hour may make them feel important. Of course they apologize but they also get center stage. They do not have a good perception of time and tend to underestimate it. Often people who are chronically late fail to build in enough slack time for unforeseen situations. Certain traits also tend to make people chronically late such as anxiety, low self-control and a tendency toward thrill-seeking. Interestingly, some people are not comfortable with the idea of being early. The last thing they want to do is wait. What is their idea of being on-time? In a perfect world, some latecomers aim to arrive exactly at the start time. People who tend not to be late view it quite differently. On-time for them is arriving 15 minutes early which eliminates the stress and gives them a chance to grab a cup of coffee, relax and even scout things. Try these tips for being on time: Make being prompt a priority. Recognize the negative, stressed out feelings you have when you are late. Build in travel time on the calendar. People who are chronically late tend to underestimate how long it will take to get to a place and be situated. Imagine how it will feel to be on time, even early, without the familiar feelings of being stressed. People will respect that you are on time. Gather up the documents you need ahead of time. That way, if an interruption occurs, you can

handle it and still be ready to leave on time. Some of our clients begin preparing for the meeting when they are supposed to leave. Take reading material or something with you so you do not feel as if you are wasting time while you are waiting. Plan it ahead of time so you know that your time will be used efficiently. It will feel so good that you will want to do it again. If you are late most of the time, plan to be on time two times out of five. As you get better, add another time so that you are eventually on time five times out of five. Keep track of your progress with a journal or Evernote. Plan the night before what you will need for appointments the next day and when you need to leave. Make sure to check for early morning meetings. It is no fun when the meeting stops and everyone looks at you when you walk into a meeting late. Late people do not tend to be aware of the time. Set the timer, even two. One for when to start getting ready and the other for when to walk out the door. Think about the actions you will need to take to be ready to leave on time. Estimate the time you need to get somewhere and double it. Stop doing other things well before you leave. Remind yourself they can be done later. Fine yourself if you are late or give yourself a negative consequence says Dr. Estimate how long something will take and then compare it with the actual time it took. September 4, By lesliw No comments yet Effective use of time Does this happen to you? Our meetings never start on time because people are always late. The rest of us sit and wait, checking email and thinking about what could be getting done if we were back at our desks. Or we start the meeting without the latecomers. Eventually they show up and want us to catch them up on the discussion. It is frustrating when fellow employees â€” colleagues, supervisors or subordinates â€” are late for meetings. Does it disrupt the meeting when someone walks in after the appointed time? No question about it â€” it is inconsiderate. An on-time arrival may not be a priority. They may think that being 15 minutes late is really on-time. Their time is more important than ours. They would rather waste your time, not theirs. They choose to take a last-minute phone call or email which can easily delay them. The adrenaline rush is on. Maybe they prefer this to a boring meeting. They may not be aware of what others are thinking. Or maybe they are and do not care. Being chronically late for meetings is more common than you think although is still not acceptable. Often it is the CEO.

Chapter 9 : Time Management: Get Organized for Peak Performance | CompuEase

6 Tips for Better Time Management. time-saving devices and products to make our lives easier we have found ways to fill the time," says Tracy Lyn Moland a time management Get Organized.

Time Management increase productivity , organizational skills , Time Management There are four time management tools and techniques that you should practice to increase productivity and master personal organizational skills. Each of them takes a little time to learn and master, but pays you back in greater efficiency and effectiveness for the rest of your life. Time Management Tool 1: Use a Time Planner The first time management technique that you can use is a time planning system that contains everything you need to plan your life and improve your organizational skills. A good time planner will contain a master list where you can capture every task, goal, and required action as it comes up. This master list then becomes the core of your time-planning system to increase productivity throughout your life. From this master list, you allocate individual tasks to various months, weeks, and days. The second part of the time-planning system is a calendar that enables you to improve your organizational skills by planning several months ahead. With the right system, you will be able to transfer individual items from your master list to the exact day when you intend to complete them. The next part of your system is a daily list. This daily list is perhaps the single most important planning tool you can have. Increase Productivity by Working from a List Every effective executive works from a daily list. It is the most powerful time management technique ever discovered to increase productivity and improve your organizational skills. Ineffective executives, those who are overwhelmed with too many things to do and too little time, either do not use a list or do not refer to a list if they have one in the first place. They often resist the idea of writing everything down. As a result, they find themselves continually distracted by ringing phones, interruptions, unexpected emergencies, and e-mail requests. When you create your daily list, you begin by writing down every single task that you intend to complete over the course of the day. The rule is that you will increase productivity by 25 percent the very first day that you start using a list. This means that you will get two extra hours of productive time in an eight hour day from the simple act of making a list of everything you have to do before you start work. You can bring order out of chaos faster with a list than with any other time management tool. Once you have written up your daily lists and begun work, new tasks and responsibilities will come up. Telephone calls will have to be returned. Correspondence will have to be dealt with. In every case, write it down on the list before you do it. Sometimes a task or demand on your time will seem urgent when it comes up. But something that might distract you from your other work regains its true importance when you write it down. Time Management Tool 3: Once your list is organized, it becomes a map to guide you from morning to evening in the most effective way to help you increase productivity. This time management guide tells you what you have to do and what is more or less important. You will soon develop the habit of using your list as a blueprint for the day and improve your organizational skills along the way. Refuse to do anything until you have written it down on the list and organized it relative to its value in comparison to the other things you have to do. Time Management Tool 4: Improve Your Organizational Skills with a File System There is a simple method of organizing your time and your schedule for up to two years in advance. First, you get a box of forty-five files with fourteen hanging files to put them in. The forty-five files are divided as follows: There are thirty-one files numbered one through thirty-one for the days of the month. There are twelve files for the months of the year, January through December. The last two files are for the next two years. This is a wonderful time management system that you can also use with hanging files in your desk drawer. When you have an appointment or responsibility for six months from now, you simply drop it into that monthly file. At the beginning of each month, you take out all of your responsibilities for that month and sort them into your daily files, numbered one through thirty-one. Each day, you take out the file for that day and that becomes the starting point of your planning. This time management system takes a few minutes to set up. It then assures that you constantly improve your organizational skills and never miss or forget to follow up on a distant call, task, or appointment. Thank you for reading this article on improving your organizational skills with effective time management tools to help you increase productivity throughout your life.