

Organizing Tips and Strategies for Leaders to Be More Awesome in Their Roles!

2) Make a checklist for each thing that needs to get done and highlight the top 3 to 5 priorities that must be accomplished before anything else.

1) Establish 1 to 5 key goals and make sure every action within your realm is tied to those goals.

3) Make project folders for every project, big or small!

4) Keep items in email inbox that need attention, deleting or storing others in folders.

5) At the end of each workday, take 30 minutes to organize & plan out priorities for the next day.

7) Create a system for following up on actions, whether using project folders, Outlook calendar, or checklists.

6) Focus on priority tasks and activities every morning, stay disciplined and on task until those are finished.

8) Be aware of how every minute of the day is spent, especially on conversations and socializing.

9) When delegating work, be very specific with expectations and deadlines. Follow up on the process.

10) Keep meetings you arrange short and to the point!

11) Text or email yourself things to remember while you are on the go!

12) Do not take on new tasks and ideas to work on until you have finished or eliminated a prior one.

13) Keep a planner and calendar with you at all times (electronic or paper).